

Blue Ridge Community College  
Board of Trustees Meeting  
November 9, 2009 – 5 p.m.  
Flat Rock Campus

The Board of Trustees of Blue Ridge Community College met at 5 p.m. on Monday, November 9, 2009, at the Flat Rock Campus.

The following members were present:

|                     |                |               |
|---------------------|----------------|---------------|
| John McCormick, Jr. | Marilyn Bailey | Ken Butcher   |
| Kohlan Flynn        | Betty Gash     | Teresa McCall |
| Andrew Tate         | Candler Willis | Roy Neill     |
| Chip Gould          | Ronnie Pepper  | Tara Starnes  |

The following members were excused:

|           |              |              |
|-----------|--------------|--------------|
| Pat Jones | Bill Farrell | Jeff McDaris |
|-----------|--------------|--------------|

Others attending:

|                 |                |                |
|-----------------|----------------|----------------|
| Molly Parkhill  | David Hutto    | Chad Merrill   |
| Earl Medlin     | David Whitson  | Lee Anna Haney |
| Marcia Stoneman | Ann Green      | Brenda Conner  |
| Peter Hemans    | 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?

No conflicts were reported.

### **Minutes Approval**

Kohlan Flynn made a motion to approve the September 14, 2009, meeting minutes. It was seconded by Ken Butcher and passed unanimously.

## **SGA Report**

SGA President, Tara Starnes reported that the Allied Health Day was held on October 8, in the TEDC Conference Hall. The SGA provided lunch for \$2.00. The food that was left over was donated to the Henderson County Rescue Mission. During the College's 40<sup>th</sup> Anniversary event, the SGA posted club information in the Killian Building. The blood drive held on October 29 was a huge success, exceeding their goal of 60 participants. Tara Starnes and April Killiough, the Student Activities Coordinator attended the NC-SGA Conference. The SGA has purchased a digital camera to archive events and club activities. Several clubs on campus are active in community work including: Cosmetology Club – Backpack Bunch and the Rotaract Club – Coat/Blanket Drive. The SGA have received suggestions from the student body. Items discussed included: Change the Tobacco Free policy (we are working with the Tobacco Free Campus Committee to offer some smoking cessation classes), Wi-Fi Campus, and Student Lounge makeover, unifying the grading scale, and upgrading the pottery studio.

## **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:

- Governor Perdue's office announced that 2% of each community college's budget will be returned. This means \$198,559 for Blue Ridge. The majority of these funds will be needed for instruction during Spring Semester. A report outlining our proposed use of these funds is due to the North Carolina Community College System (NCCCS) on November 9.
- The Killian Cafeteria received a complete facelift to accommodate the Henderson County Public Schools food service program. The Health Department made its inspection and issued a permit on October 27, 2009. All BRCC staff, faculty and students, as well as Early College students, can now eat in the cafeteria.
- The repair of the Spearman roof was awarded to Benton Roofing of East Flat Rock. The repairs are progressing on schedule and is expected to be completed by December 4.
- Blue Ridge Community College's Flat Rock campus was approved to become a National Training Center member of the National Alternative Fuels Training Consortium (NAFTC), headquartered at West Virginia University. BRCC is one of 40 member institutions across the United States that make up the NAFTC, which is the only nationwide alternative fuel vehicle and advanced technology vehicle training organization in the United States. NAFTC helps to promote the adoption of alternative fuel and advanced technology vehicles such as those powered by biodiesel, ethanol, natural gas, hydrogen, propane, fuel-cell, and hybrid electric systems, as a means for improving air quality and breaking America's addiction to foreign oil.
- Spring semester numbers indicate another record enrollment. To date, 1,464 students have preregistered for spring classes, which is a 38% increase from last year.

### **Review of Financial Reports**

David Whitson distributed and reviewed the State & County Financial Funds report as of September 30, 2009. Mr. Whitson addressed all questions and comments. A copy of the report is attached and made a part of these minutes.

### **Annual Internal Equipment Audit**

Mr. Whitson distributed and review the Annual Internal Equipment Audit Report 2008-2009 with board member. The report showed no exceptions.

### **Educational Foundation Report**

Ann Green, Executive Director, reported that the Foundation received an unrestricted contribution of \$104,964.22 from the Estate of Charles T. Larus. A final distribution was also received from the Elly Hugenschmidt estate for \$3,598.84 designated for the unrestricted Pauline Wintsch Gottier Endowment. Joe and Sandra Furr notified the Foundation that they have established the J. Daniel Furr Memorial Scholarship Fund in their estate planning.

The Foundation has finalized its budget and approved a final allocation of \$1,022,194. This year's budget has focused on the College's mission-critical items such as student financial assistance, equipment, and necessary professional development for faculty and staff.

Thanks to the efforts of Blue Ridge Community College employees, the 2008-2009 Faculty and Staff Campaign raised an all-time high of \$28,116.24.

This year's Scholarship Appreciation Luncheon was held on Wednesday, September 23, in the Blue Ridge Conference Hall. This event enabled 410 scholarship recipients and donors to meet.

In celebration of the College's 40<sup>th</sup> Anniversary Celebration, the Foundation hosted 204 guests at a special fundraising event on Saturday, October 17, with a part-fact and part-fictional murder mystery dinner theatre titled "*Getting to the Core of Blue Ridge Community College's Beginnings.*"

The Faculty and Staff Holiday Party Luncheon will be held at noon on December 4 in the Blue Ridge Conference Hall of the Technology Education Development Center. This year's recipients of the faculty and staff awards will be presented at the event.

### **Old Business**

No old business.

### **Approval of 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. Chip Gould made a motion to approve the list as presented. Ronnie

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

### **Approval of Revision to 2009-2010 Academic Calendar**

President Parkhill informed Board Members that the 2009-2010 Academic Calendar was approved by the Board at the January 2009 meeting. However, we have discovered an error in the Christmas holiday dates which is not consistent with college policy. President Parkhill recommended that we change the Christmas Holiday (3 days) from December 23, 24, 25 to December 24, 25, 28. Ken Butcher made a motion to approve the recommendation as presented. It was seconded by Betty Gash and passed without dissent.

### **Approval of Computer Lease Agreement**

President Parkhill informed Trustees that in accordance with G.S. 115D-58.15, community colleges are authorized to enter into installment-purchase contracts for computer purchases. If the contract is less than \$100,000, or for three years or less, it only requires the approval of the local board of trustees. Dr. Parkhill recommended to the Board that the College enter into a 3-year term computer lease with University Lease for the amount of \$65,965.98. Andrew Tate made a motion to approve the recommendation as presented. It was seconded by Roy Neill and passed unanimously.

### **Closed Session as allowed pursuant to NCGS 143-318.11**

Candler Willis made a motion that the Trustees go into executive session pursuant to N.C.G.S. 143-318.11 (a)(1) for the purpose of discussing personnel information that is confidential pursuant to N.C.G.S. 115D-27 through 29 and pursuant to N.C.G.S. 143-318.11 (a) (3) for the purpose of discussing matters protected by the attorney-client privilege. The motion was seconded by Roy Neill and passed unanimously.

### **Trustee Comments**

Upon reconvening Chairman McCormick thanked Trustees for their participation in the retreat today and asked if there were any Trustee comments.

President Parkhill informed Board Members that included in their board folders was an updated FTE report and a college calendar of events. She also reminded Trustees that the next graduation ceremony is scheduled for December 18, at 6 p.m. in the TEDC Conference Hall. All Board Members wishing to walk in the processional need to be here by 5 p.m.

There being no comments or further business, the meeting was adjourned.

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Chairman

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Secretary