

Blue Ridge Community College  
Board of Trustees Meeting  
January 12, 2009 – 5 p.m.  
Flat Rock Campus

The Board of Trustees of Blue Ridge Community College met at 5 p.m. on Monday, January 12, 2009, at the Flat Rock Campus.

The following members were present:

John McCormick, Jr.	Chip Gould
Kohlan Flynn	Betty Gash
Patricia Jones	Roy Neill
Andrew Tate	Marilyn Bailey
Ken Butcher	Candler Willis
Zachariah Turpin	

The following members were excused:

Bill Farrell  
Jeff McDaris  
Ronnie Pepper

Others attending:

Molly Parkhill	David Hutto
Earl Medlin	David Whitson
Marcia Stoneman	Ann Green
Chad Merrill	Brenda Conner
Lee Anna Haney	

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**

Kohlman Flynn made a motion to approve the November 10, 2008, regular and executive session meeting minutes. It was seconded by Betty Gash and passed unanimously.

## **Committee Meeting Notice**

Chairman McCormick informed Trustees that the Executive Committee will be meeting on Wednesday, January 14 at 9 a.m. in the Patton Building Boardroom. This will be a joint meeting with the Educational Foundation's Executive Committee to discuss the Memorandum of Understanding, which was approved by both boards on May 9, 2007.

## **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:

The College held its annual employee holiday party last month. At this event, several awards were presented to faculty and staff for their outstanding services. Recipients included: Ben Hardy, English instructor, received the 2008 Dr. and Mrs. William D. Killian Outstanding Teacher award; Brian Glaze, Art instructor, received the 2008 Dr. David W. Sink, Jr. Community Service award; Glenda McCarson, TRC student counselor, received the 2008 Wellness Employee of the Year award; and Wanda Gant; STAR instructor, received the 2008 Dr. Eliza B. Graue "Extra Mile" award.

The Town of Fletcher has hired NORCOM Properties to develop a Town Center which will include education and government facilities with retail and residential properties. Preliminary talks have been held with NORCOM and Fletcher officials to discuss the College's interest in this project. Although expansion of the College in the Fletcher area is included in the College's Strategic Plan, the College has indicated that we cannot commit to new space in Fletcher without an established funding source.

The College provided a letter of support for Western Carolina University's Higher Education Center. The proposed Center would initially be located on Blue Ridge Community College's Flat Rock campus and would provide higher education programs that build on community college offerings. Programs offered will address high demand areas in the region with specific emphasis initially on programs in education, health and human sciences, and business. Anticipated start date of classes is fall 2010.

The College completed the sale of property to Hospice. Funds from the sale have been placed in the College's reserve fund and will be used for capital improvement projects.

The impacts of the national economic downturn, credit crunch, and overall volatility in the financial markets have significantly impacted the revenue collections for North Carolina. Given the current

financial situation, the Office of the Governor has requested that each state agency develop 3%, 5%, and 7% reduction options for the upcoming 2009/2010 year. These reductions are to be based on the October 31, 2008, authorized budget which includes the 2% reversion. The North Carolina Community College System has been working with the Executive Committee of the Presidents Association to determine where cuts can be made which would minimize the impact on educational services to students. Plans are due to the NC Office of State Budget and Management by January 14.

Waste Reduction Partners, a program of Land-of-Sky Regional Council, performed free energy audits on the Killian and ISC buildings, noting 12 items of concern. Minor problems have been corrected and the remaining items are being addressed. The largest area for improvement requires insulation of the dropped ceiling in the ISC building. The department is also working on plans for improvements in energy use in all campus and TRC buildings. The TED Center is already on a computerized HVAC monitoring system, and a similar system should be in place in January for Arts & Sciences, General Studies, Patton, and Continuing Education.

A 16' x 32' one-level building is being planned for the baseball field, which will include two bathrooms and a concession area. All the labor, material, and funding will come from private donations. The building will be installed behind home plate on the gravel drive.

The Conference Center has been steadily utilized since its opening. In addition to tours given at the opening, 24 individual tours have been given to public and private groups seeking information about renting the facility, and 20 events (10 colleges and 10 non-colleges) have been hosted. President Parkhill along with David Hutto and David Whitson will be traveling to Isothermal Community College on January 16 to tour their Performing Arts Center.

Blue Ridge Community College will be saying farewell to Sara Bagwell in late January 2009 as she is retiring after 20 years with the College. Ms. Bagwell began her career at Blue Ridge as a switchboard operator and receptionist. She served as the Small Business Center administrative assistant for several years before accepting her current position of compliance records coordinator for the Continuing Education department. We wish her well and thank her for her dedicated service to the College.

The January 12, Blue Ridge Concert Series will feature flute students from the University of North Carolina School of the Arts.

Kathy Allen, Early Childhood instructor, placed in the top five in NC state level competition for teacher of the year. Molly Parkhill and Earl Medlin attended the honors banquet in Raleigh to recognize these five instructors.

Surveys have been completed for most of the new programs we are exploring as potential additions to our program offerings. We expect to convene a meeting of the Board Curriculum Committee in February to share the results of this research and make recommendations for program additions.

Final preparations are underway for the 9th annual Martin Luther King Unity Breakfast and Program. The breakfast (buffet) is held in Lina's cafe in the Killian Building at 8:30 a.m. on Monday January 19. The breakfast will be followed by the morning program (9:30 a.m.) which will be held in our new TEDC conference hall. This year's program: Youth...A Vision for Tomorrow." Fourth graders in Henderson County have participated in a MLK Unity poster contest.

Enrollment for spring 2009 is at an all time high with 2070 students registered. This figure reflects numbers as of January 12, and should increase with additional registration for late start classes and 'mini-mester' offerings. Enrollment for spring 2008 was 1852.

This spring, BRCC will have a new look on the Internet. The College's Web Committee has been working on the design and format for a new content management system, OmniUpdate. This group has conducted user surveys, evaluated the navigation design of the old site, and presented recommendations which have been approved for a new Web presence for the College. As part of the new design, the Web Committee will explore new ways to raise the visibility of BRCC's Web page through search engines like Google, Yahoo, MSN, etc. The new site design will place a priority on ease of use, navigation, and appeal to potential students who visit the site. We are looking to launch the new site by the first of March.

### **Review of Financial Reports**

David Whitson review in detail the Summary of State Budget Analysis and Athletic Budgets as of December 31, 2008. Copies of the documents which were distributed to Board Members are attached and made a part of these minutes.

### **Educational Foundation Report**

Ann Green, Executive Director, reported on the following major gifts since the last Board of Trustees' meeting:

- **Conestee Falls Student Scholarship Program**, \$10,000, scholarships
- **Hendersonville Symphony Orchestra, Inc.**, \$42,540, stage extension for Blue Ridge Conference Hall and \$2,500, storage room
- **Mr. H. T. Rindal**, \$20,000, for the unrestricted Rindal Endowment
- **Mr. Daniel W. Millspaugh**, seven metal sculptures with a total fair value of \$52,500
- **Estate of Elly Hugenschmidt**, \$43,600, Pauline Wintsch Gottier Endowment (unrestricted)

Blue Ridge Community College 2008-2009 Employee Giving Campaign continues to receive gifts and has risen to an all-time high of \$27,432.50. The two previous campaigns, in 2007 and 2006, were record breakers at \$25,397 and \$24,175, respectively.

The Fundraising Committee is planning the Educational Foundation's upcoming Community Fund Drive. The Committee has also approved a policy on Standards of Ethical Practice to be presented for consideration to the Board of Directors at its January meeting.

The Bylaws Committee has completed its review of the Foundation's Bylaws. The Restated Bylaws were reviewed by both the Foundation and College attorneys. It has been approved by the Foundation's Executive Committee and will go before its Board of Directors in January.

Using an illustrative Memorandum of Understanding (MOU) jointly developed by the Association of Governing Boards of Universities and Colleges (AGB) and the Council for Advancement and Support of Education (CASE), and in preparation for reaccreditation by the Southern Association of Colleges and Schools, the Board of Directors and the Board of Trustees executed a MOU (reviewed by both the College and Foundation attorneys) on May 9, 2007.

Following a review of the Foundation's Restated Bylaws, the Foundation's Executive Committee and the Executive Committee of the Trustees will meet in a combined meeting on Wednesday, January 14, 2009, at 9 a.m. in the Patton Board Room for a reexamination of the signed Memorandum of Understanding Between Blue Ridge Community College Educational Foundation, Inc., and Blue Ridge Community College.

Chairman McCormick informed Board Members that an Educational Foundation Capital Campaign giving card was included in their folders. He encouraged Trustees to give generously to the Foundation.

### **Student Government Association Report**

Student Government Association President, Zachariah Turpin reported that the Student Government Association was very active this year. A Doughnut fundraising event was recently held. Some of the future activities planned are: a Super Bowl Party and a Poetry Reading/Coffee Night. The Association also will continue to provide subsidized memberships to the YMCA for students.

### **Old Business**

Chairman McCormick stated there was no Old Business.

### **State Ethics Commission – Evaluation of Statement of Economic Interest**

Chairman McCormick read aloud the Evaluations of Statement of Economic Interest filed by Andrew Tate. The evaluation stated the State Ethics Commission did not find an actual conflict of interest, however did find the potential for a conflict of interest.

## **Review of Audit Report for the State of North Carolina**

Chairman McCormick routed around to Trustees a letter from the U.S. Department of Education, which outlined final audit determinations concerning those portions of a single audit report for the State of North Carolina that relate to programs administered by the U.S. Department of Education. The report covers the period of July 1, 2006 through June 30, 2007. Blue Ridge Community College was among those institutions having no deficiencies.

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

## **Approval of Special Permit to Use College Facilities**

Chairman McCormick informed Board Members that the Four Seasons Hospice & Palliative Care had requested permission to serve alcohol at their Volunteer Appreciation Event to be held on April 21, 2009. Mr. McCormick stated that the Four Seasons Hospice & Palliative Care had met all of the College requirements for this special permit. Ken Butcher made a motion to approve the special permit request. It was seconded by Roy Neill and passed unanimously.

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

Chairman McCormick requested approval of the 2009-2010 Academic Calendar which was sent to Board Members prior to the meeting. President Parkhill informed Trustees the calendar was developed to work with both Henderson and Transylvania County Schools schedules and was review and approved by the Faculty Council and the President's Council. The calendar also met all administrative code requirements. Candler Willis made a motion to approve the 2009-2010 Academic Calendar as presented. It was seconded by Marilyn Bailey and passed without dissent. A copy of the Calendar is attached and made a part of these minutes.

## **Approval of Procedure – Family Medical Leave Act**

President Parkhill presented the procedure change to the College's leave policy related to the Family Medical Leave Act. This change to procedure was necessary in order to stay current with federal law changes, which extends leave time for the veterans and their families. Pat Jones made a motion to approve the procedure change as presented. It was seconded by Chip Gould and passed unanimously. A copy of the procedure change is attached and made a part of these minutes.

**Approval of College Goals**

President Parkhill presented the proposed 2009-2012 College-wide Goals to the Board Members. President Parkhill explained that each year when the College prepares its Institutional Effectiveness Plan (IEP), College-wide goals are reviewed and modified. In July of 2008 the Board approved the College’s 5-year Strategic Plan, which included 24 strategic directions. The College’s faculty and staff meet in October of 2008 for an all-day retreat during which time they prioritized the strategic directions and identified the top nine. In November of 2008 the newly restructured President’s Council met to update the existing College Goals and developed a revised list of twelve goals which incorporated the nine strategic directions. After discussion, Marilyn Bailey made a motion to approve the 2009-2012 College-Wide Goals. It was seconded by Betty Gash and passed without dissent.

**Approval of Exemptions for Early College**

President Parkhill updated the Board Members on the progress of the Early College initiative. President Parkhill stated the College has been working with the Henderson County Public School System towards this goal and hope to implement fall 2009. A proposal will be sent to Raleigh this week to request funding for the Early College. However, in light of the economic situation we may not be funded for this initiative. In order to accommodate the Early College the Board is required to ask for exemptions to the North Carolina Administrative Code. President Parkhill briefly reviewed each of the exemptions and addressed all questions and comments. Ken Butcher made a motion to approve the Exemptions for Early College as presented. It was seconded by Candler Willis and passed unanimously. A copy of the Exemptions are attached and made a part of these minutes.

**Other Comments**

Ken Butcher stated that he had received some very complimentary comments from a Textile group that attended a function in the TEDC Conference Hall.

Chairman McCormick read aloud a letter he had received from Mike Hawkins concerning his resignation as a member of the Board of Trustees. Due to Mr. Hawkins’ recent election to the Transylvania County Commissioners, he is required to step down from any affiliated Board positions. Chairman McCormick stated that we are waiting to hear from the Transylvania County Commissioners on their replacement for our Board.

There being no further business, the meeting was adjourned.

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Chairman

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Secretary