

Blue Ridge Community College  
Board of Trustees Meeting  
July 13, 2009 – 5 p.m.  
Flat Rock Campus

The Board of Trustees of Blue Ridge Community College met at 5 p.m. on Monday, July 13, 2009, at the Flat Rock Campus.

The following members were present:

John McCormick, Jr.	Marilyn Bailey
Kohlan Flynn	Betty Gash
Bill Farrell	Teresa McCall
Ronnie Pepper	Chip Gould
Ken Butcher	Tara Starnes

The following members were excused:

Andrew Tate	Roy Neill
Pat Jones	Candler Willis
Jeff McDaris	

Others attending:

Molly Parkhill	David Hutto
Earl Medlin	David Whitson
Marcia Stoneman	Ann Green
Chad Merrill	Brenda Conner
Lee Anna Haney	Rita Blythe
Chris Campbell	Kimberly Gasperson-Justice, Henderson Co. Clerk of Court

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.

### **Intercollegiate Athletics Update**

Rita Blythe, Athletic Director, presented an update on the College's Intercollegiate Athletic Programs. The presentation included a history of athletics at BRCC, student athletic breakdown, athletic cost analysis, cost-benefit analysis, and accomplishments, strengths and weaknesses. Ms. Blythe and President Parkhill addressed all questions.

### **Oath of Office**

The Honorable Kimberly Gasperson-Justice, Henderson County Clerk of Superior Court, administered the oath of office to the following re-appointed Trustees: Kohlan Flynn, Betty Gash, Ronnie Pepper, Bill Farrell, Chip Gould and Teresa McCall. Signed copies of the "Oath of Office for Board of Trustees" is attached and made a part of these minutes.

### **Minutes Approval**

Ken Butcher made a motion to approve the May 11, 2009, meeting minutes. It was seconded by Bill Farrell and passed unanimously.

### **Nominating Committee Report**

Committee Chair, Ronnie Pepper informed Trustees that the Nominating Committee would like to recommend the following slate of officers for 2009-2010: Chair – John McCormick; Vice Chair – Kohlan Flynn; Secretary – Molly Parkhill. Mr. Pepper asked if there were any nominations from the floor. There being none, Bill Farrell made a motion to close the nominations. It was seconded by Betty Gash and passed unanimously.

The Nominating Committee's recommendation for 2009-2010 officers was approved by the board. Mr. Pepper also stated that the Nominating Committee recommends the following Trustees to serve on the 2009-2010 Executive Committee: Bill Farrell and Andrew Tate. The Nominating Committee's recommendation for the 2009-2010 Executive Committee members was approved by the board. Chairman McCormick commended the Nominating Committee on their good work.

### **Facilities Committee Report**

Kohlan Flynn, Facilities Committee Chair reported that the Facilities Committee met on June 25. The committee received an update from PBC&L Architects concerning the Public Safety Building project. Dr. Flynn indicated that the YMCA were still interested in working with the college on this project.

Dr. Flynn reviewed with Trustees the current renovation and repair projects and the 2008-2009 Capital Improvement Plan. The College has done an assessment of the capital needs for both the Flat Rock campus and the Transylvania Center in regard to the \$2 million improvement money that Henderson County Commissioners included in the 2009-2010 budget. He informed Board Member's that the State Construction Office also did an assessment at the request of the College.

Now that we have received final approval from the Henderson County Commissioners, the College will begin the process of advertising for an engineer to work on the projects identified.

The Committee also reviewed the Facility Rental/Support Fee Schedule for 2009-2010. Dr. Flynn described an amendment to the fee schedule that was sent to Trustees prior to this meeting. The amendment changes the fee amounts for rental of the Baseball Field and Concession Stand. The changes reflect a lower rental fee which is consistent with other collegiate athletic facilities within our area. Dr. Flynn made a motion to approve the recommendation of the Facilities Committee of the Rental/Support Fee Schedule as amended. It was seconded by Ken Butcher and passed unanimously. A copy of the 2009-2010 Facility Rental/Support Fee Schedule is attached and made a part of these minutes.

Dr. Flynn presented a proposed change to Policy 5.8, which was discussed by the Facilities Committee. This change would allow the President to develop procedures for the temporary and permanent display of artwork on the campus. Such procedures would define instances when and where artwork may be displayed and would address both formal and informal review and approval processes. Kohlan Flynn presented the Facilities Committee's recommendation for the proposed changes to Policy 5.8. It was unanimously approved by the Board. A copy of the policy change is attached and made a part of these minutes.

### **President's Report**

President Parkhill reviewed the College's report to the board and informed Trustees that the College will begin sending this report to local and state officials in order to keep them informed about the college. 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:

In the absence of an adopted 2009-2010 budget, the General Assembly passed a continuation budget (Senate Bill 311) which provides 85% funding for the month of July. This action also included a tuition increase for community colleges. Students will now pay \$50 per credit hour – an increase of \$8 (19%). Beginning Fall Semester, an in-state student attending full-time (up to 16 credit hours) will pay \$847.30. This figure includes tuition and fees. Out-of-state students will pay \$3,908.10. Effective August 15, 2009 there will also be higher fees for continuing education courses as follows: 1-24 hours: \$65, 25-50 hours: \$120, and 51+ hours: \$175.

The House Subcommittee on Education's proposal calls for elimination of funds for college transfer courses (excluding math and science) offered to high school students. Although this proposal would not affect high school students enrolled in technical or vocational programs or delivery of college-level courses to Early College, it would affect many other high school students, including those in the Learn and Earn Online program where high school students can take community college courses online for college credit.

Several policy bills were signed into law and chaptered last week:

[HB 543](#) - Act to repeal the penalty for community college audit exception

**HB 735** - Act to clarify the law regarding building code requirements for buildings used by high school students attending classes on community college campuses.

**HB 808** - An act to make the construction process for community college facilities more efficient

The selection process for the Henderson County Early College High School has been completed. Eighty students who were selected have been notified and have been asked to confirm their slot in the program. A waiting list will be used to fill any slots that become available before the beginning of the school year. Susan Recktenwald, the principal, and Lisa Hill, the college liaison, are currently holding evening meetings with all new applicants to discuss student and program expectations. An open house event for the parents and students is also being planned. Applications for Early College teaching positions have been received; however, Henderson County Public Schools have delayed hiring those teachers until final approval of the pending budget.

The College received a grant from funds provided to North Carolina by the American Recovery and Reinvestment Act (ARRA) to offer seven new short-term JobsNOW programs: Advanced Manufacturing, Customer Service, Healthcare Billing and Coding, HVAC/Industrial Maintenance, Machining, Nurse Assistant, and Solar Electric Panel Design and Installation.

Early registration for fall 2009 classes is underway through July 17. As of July 10, 1054 students have pre-registered for fall classes. This represents a 32% increase from this time last year.

Blue Ridge was one of eleven North Carolina community colleges that met the standards for "Exceptional Institutional Performance." Accountability measures for North Carolina's 58 community colleges based on 2007-08 academic year data confirm that Blue Ridge Community College students found success in college readiness, workforce preparedness, and as college transfers. Annually, the North Carolina Community College System measures its 58 community colleges' performance in eight core areas using data from the previous academic year. The 2009 Critical Success Factors report shows that Blue Ridge Community College students are well prepared to pass licensure and certification exams, are successful as college transfer students, and move successfully from developmental to college-level courses. Other measures verify high levels of satisfaction from clients receiving customized training and students completing their educational goals. Performance Measures were emailed to Trustees prior to the July meeting.

Dr. Parkhill addressed all questions regarding the Presidents Report.

### **Review of Financial Reports**

David Whitson reviewed the Year End Reports for State, Institutional, and County Funds (June 30, 2009); and the Status Report on Capital Projects for 2008-2009 (as of June 19, 2009) with Trustees, which were sent prior to the meeting. A copy of the Year End Reports were included in board folders for review and is attached and made a part of these minutes.

### **Educational Foundation Report**

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

Meeting:

- **Dollar General Literacy Foundation** has awarded the Foundation an “Adult Family Literacy Grant” in the amount of \$20,000 (\$18,000 in salaries and \$2,000 in instructional supplies).
- **Margaret R. Pardee Hospital Auxiliary** has pledged \$6,000 for curriculum scholarships and \$4,000 for continuing education scholarships for 2009-2010 awards.
- A long-time **anonymous donor** has gifted \$27,715 for the establishment of the Peggy Roper Ray Memorial Scholarship Endowment. This gift, combined with an additional \$2,285 donation for 2009-2010 scholarships, brings the donor’s total contribution to \$30,000.
- **Bill and Button O’Cain** have completed their pledge to establish the O’Cain Design Group Scholarship Endowment Fund. The purpose of the Fund is to provide scholarship support for students pursuing a career in the building trades.
- **Shannon Helton with Cherokee Septic Tanks** has made in-kind gifts totaling \$11,105.76 for the construction of the concession stand and bathrooms at the baseball stadium. Total gifts-in-kind for this project total \$14,705.76.

Ms. Green stated that private contributions totaled \$1,003,799.03 for the past fiscal year. Ms. Green also announced that **C. Page Collie**, attorney, The Collie Law Firm; and **Patsy Farmer Jones**, retired school teacher have been elected to serve a three-year term on the Foundation’s Board of Directors commencing July 1<sup>st</sup>.

The following Directors will be serving as officers of the Foundation beginning July 1:

**Margaret K. Ayers**, President

**Molly A. Parkhill**, Assistant Secretary

**Mark A. Warwick**, Vice President

**Eric Cannon**, Treasurer

**Steven R. Carson**, Secretary

**David W. Whitson**, Assistant Treasurer

Other members continuing to serve are outgoing president P. Kelly Leonard, Joe Abrell, Andrea J. Corn, Robert N. Freeman, John C. McCormick, Jr., Richard W. Mears, Hilliard Staton, Andrew T. Tate, and Karen M. Workman.

### **Student Government Association Report**

SGA President, Tara Starnes reported that the SGA is working closely with the new Student Activities Coordinator. Committees have been formed to coordinate planned events. The SGA is also helping with the blood drive and the Tobacco Free Campus implementation. Student Government Officers have committed one hour per week to be available in the SGA office and have updated our Moodle site to include meeting minutes. The SGA is working on the following:

- Scheduling a reception for the SGA Officers to meet the Board of Trustees
- A Kickoff for students to encourage participation in the SGA
- A Recruitment Event on fall registration day
- Three blood drives (August 27, 2009, October 29, 2009, and February 25, 2010)
- Spring Picnic – April 22, 2010
- SGA Awards Ceremony – April 15, 2010

## **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 distributed to Board Members. Kohlan Flynn made a motion to approve the list as presented. Betty Gash seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

## **Approval of Huskins Agreement**

Chairman McCormick informed Trustees that a copy of the Huskins Cooperative Program Agreements for Henderson and Transylvania Counties was sent to them prior to the meeting. President Parkhill reviewed the details of the agreements and stated that the College was asked to proceed with approval pending state funding. Bill Farrell made a motion to approve the Huskins Agreements as presented. It was seconded by Chip Gould and passed without dissent.

## **Approval of Additional Fee Structure 2009-2010**

Chairman McCormick requested approval of the Additional Fee Structure for 2009-2010, which was sent to Board Members prior to the meeting. Dr. Parkhill stated that the Board is required to approve these fees annually and she described in detail the updates. Kohlan Flynn made a motion to approve the Specific Fees for 2009-2010 as presented. It was seconded by Ronnie Pepper and passed unanimously. A copy of the listing is attached and made a part of these minutes.

## **Approval of Blanket Travel Authorization**

Chairman McCormick requested approval for the College's Blanket Travel Authorization. State travel regulations require all employees including the president, to obtain blanket authorization for normal and routine travel in the course of carrying out their official duties. It is required that this blanket travel authorization be approved annually by the Board of Trustees for all college related business. Chip Gould made a motion to approve the Blanket Travel Authorization. It was seconded by Bill Farrell and passed without dissent.

## **Approval of Level I & II Service Agreements**

Dr. Parkhill requested approval of the Level-One Instructional Service Agreement with Catawba Valley Community College and the Level-Two Instructional Service Agreements with Southeastern Community College, Stanly Community College and Pitt Community College. She described in detail the service agreements. Bill Farrell made a motion to approve the service agreements as presented. It was seconded by Betty Gash and passed without dissent.

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

Chairman McCormick informed Board Members that the Hendersonville Symphony Orchestra has requested permission to serve alcohol at upcoming events scheduled on September 4, 2009; December 11, 2009 and May 22, 2010. Ken Butcher made a motion to approve the special permit as requested. It was seconded by Bill Farrell and passed without dissent.

Chairman McCormick also stated that the Hendersonville Chamber of Commerce along with the Hendersonville Symphony Orchestra has requested permission to serve alcohol at an event planned on September 3, 2009. Bill Farrell made a motion to approve the special permit for the Chamber/Orchestra event. It was seconded by Ken Butcher and passed unanimously.

### **Approval of College Attorney**

Chairman McCormick informed Trustees that Chris Campbell, who has served as the College's legal council for several years has recently formed the Campbell Shatley, PLLC group. Chris was formerly with Roberts & Sevens group. The Campbell Shatley group represents approximately 24 school boards and two community colleges including Henderson County Schools, Transylvania County Schools and Asheville Buncombe Community College. No contract will be required as the attorney will work at the pleasure of the Board. Ken Butcher made a motion to approve the Campbell Shatley, PLLC group as the College's legal council. It was seconded by Bill Farrell and passed unanimously. Chris Campbell stated that it was an honor to serve the Blue Ridge Community College Board of Trustees.

### **Review of Continuing Education Internal Audit Report**

President Parkhill informed Board Members that the Internal Program Audit for the Continuing Education Department was conducted and showed no exceptions. A copy of the results from the Internal Program Audit was sent to Trustees prior to the meeting and is attached and made part of these minutes.

### **Review of the Mountain Area Workforce Development Board Audit**

President Parkhill routed for Trustee's review a copy of the Mountain Area Workforce Development WIA Program Audit Report for the year ended June 30, 2008. The audit, which reviews programmatic management and performance of the Workforce Investment Act (WIA) programs contracted to Blue Ridge Community College, produced no exceptions. A copy of the audit report is attached and made a part of these minutes.

### **2009-2010 Committee Appointments**

Chairman McCormick thanked the Nominating Committee members for their hard work and made the following committee appointments:

**Executive Committee**

**Ronnie Pepper** *(appointed by Chair)*  
**Bill Farrell** *(elected by Board)*  
**Andrew Tate** *(elected by Board)*  
**Board of Trustees Chair**  
**Board of Trustees Vice-Chair**

**Curriculum Committee**

**Jeff McDaris-Chair**  
**Marilyn Bailey**  
**Roy Neill**  
**Ken Butcher**  
**Board of Trustees Chair**

**President’s Evaluation Committee**

**Chip Gould-Chair**  
**Marilyn Bailey**  
**Pat Jones**  
**Board of Trustees Chair**

**Nominating Committee**

**Ronnie Pepper-Chair**  
**Chip Gould**  
**Ken Butcher**

**Finance Committee**

**Bill Farrell-Chair**  
**Candler Willis**  
**Pat Jones**  
**Teresa McCall**  
**Board of Trustees Chair**

**Capital Needs/Facilities Committee**

**Kohlan Flynn-Chair**  
**Ronnie Pepper**  
**Bill Farrell**  
**Betty Gash**  
**Board of Trustees Chair**

Chairman McCormick encouraged all Board Members to attend committee meetings in order to participate in the committee discussions.

**Board Evaluation of Effectiveness**

Chairman McCormick stated that we had only received eight evaluation forms from the Board. Additional copies were distributed for those who have not completed one yet. A summary will be reported to the Board at the September meeting.

**Board Retreat**

Chairman McCormick stated that the last Board Retreat was held a couple of years ago and was very beneficial and informative. He recommended a half day retreat to be held prior to the November 9<sup>th</sup> board meeting. The Board would meet at 12 noon for lunch, followed by the retreat with the regular Board Meeting at 5 p.m. President Parkhill stated that among the topics for discussion would be the Evaluation of Effectiveness results. A location and details of the retreat will be sent to Trustees.

**Trustee Comments**

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

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Chairman

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Secretary