

Blue Ridge Community College  
Board of Trustees Meeting  
July 12, 2010 – 5 p.m.  
Henderson County Campus

The Board of Trustees of Blue Ridge Community College met at 5 p.m. on Monday, July 12, 2010, at the Henderson County Campus.

The following members were present:

John McCormick, Jr.	Marilyn Bailey
Kohlan Flynn	Betty Gash
Bill Farrell	Scott Elliott
Roy Neill	Patricia Jones
Andrew Tate	Teresa McCall
Ken Butcher	Ronnie Pepper
Kelly Drake	

The following members were excused:

Chip Gould  
Candler Willis

Others attending:

Molly Parkhill	Marcia Stoneman
Earl Medlin	David Whitson
Chad Merrill	Ann Green
Brenda Conner	Lee Anna Haney
Peter Hemans	Dean Shatley, College Attorney

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.

### **Agenda Change**

Chairman McCormick informed Trustees that due to the length of today's meeting *Agenda Item II – Job Link Career Center presentation* has been removed from the agenda. This will be deferred to our September board meeting.

### **Minutes Approval**

Andrew Tate made a motion to approve the May 10, 2010 regular meeting minutes. It was seconded by Roy Neill and passed unanimously.

### **Finance Committee Report**

Bill Farrell, Finance Committee Chair, reported that the Finance Committee met on June 22, 2010. Committee Members received an update on the College's current finance condition by David Whitson. Mr. Farrell stated that Committee Members were given an update by President Parkhill on the 2010-11 State Appropriations Bill, which approved funding of enrollment growth; however, no funds were approved for the Transylvania County Campus. The bill will need to be reintroduced in the 2011 legislative session.

Mr. Farrell also stated the Henderson County Commissioners have decided not to assume responsibility for maintenance of the baseball field at this time. Currently, the County Recreation Department does not have a use for the field. The Henderson County Board of Commissioners did approve the use of county funds to maintain the baseball field.

Mr. Farrell informed Trustees the Board of Commissioners also approved cancelling the balance of \$37,770 payback amount owed by the College.

### **Facilities Committee Report**

Kohlman Flynn, Facilities Committee Chair, reported that the Facilities Committee also met on June 22, 2010. Chad Robeson of PBC& L gave a slide presentation on the construction project #1768. The presentation highlighted the details of the specific areas, bidding and construction schedules, and the construction budget. The Facilities Committee recommends the approval of the Construction Project #1768 drawings. The recommendation passed unanimously.

Dr. Flynn also stated that David Whitson gave a brief update of the current capital projects for both Henderson and Transylvania County campuses. Mr. David Berry, Henderson County Construction Consultant, also attend the meeting and informed the Committee that the County has a specific listing of local contractors for small projects.

Dr. Flynn stated that the Facilities Committee also received the report on the baseball field from President Parkhill. He added that the College will maintain the field and continue to use the facilities for physical education classes. The field will also be available for community use. The

rental fees collected will be used toward the maintenance of the field. There are no plans at this time to complete the concession building.

### **Nominating Committee Report**

Committee Chair, Ronnie Pepper informed Trustees that the Nominating Committee would like to recommend the following slate of officers for 2010-2011: Chair – John McCormick; Vice Chair – Kohlan Flynn; Secretary – Molly Parkhill. Chairman McCormick asked if there were any nominations from the floor. There being none, nominations were closed. The Nominating Committee's recommendation for 2010-2011 officers was approved by the board.

Mr. Pepper also stated that the Nominating Committee recommends the following Trustees to serve on the 2010-2011 Executive Committee: Bill Farrell and Andrew Tate. Chairman McCormick asked if there were any nominations from the floor. There being none, nominations were closed. The Nominating Committee's recommendation for 2010-2011 Executive Committee was approved by the board.

### **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 North Carolina General Assembly approved the Appropriations Act of 2010. Some of the key provisions of the Act and its impact on the College include:
  - Fully funds enrollment growth
  - No change was made to the colleges' recurring regular equipment appropriations
  - No funds were approved for the Transylvania County Campus. The College will need to work with Senator Snow and Representative Guice to have these bills resubmitted in the 2011 legislative session
  - Elimination of waivers for high school students effective July 1, 2011. FTEs earned from high school students enrolled in curriculum courses during the 2010-11 academic year will be subtracted from the funds allocated to the College for 2011-12. These funds will be transferred to the Department of Public Instruction and redistributed to local education agencies to pay the tuition fees associated with high school students enrolled in curriculum course during the 2011-12 academic year
  - Requires that all colleges participate in the federal direct loan program. Blue Ridge is one of the few schools that currently participate
  - Tuition for in-state students increased to \$56.50 per credit hour and to \$248.50 for out-of-state students
- Twenty-nine high school students from Henderson and Transylvania County schools will be participating in Camp TECHhead from July 26-30, 2010. This week-long camp will introduce students to the new world of Advanced Manufacturing with hands-on activities, dialog with area Manufacturing professionals, career information, WorkKeys assessments and field trips to local companies and educational facilities. Students will emerge with a

more realistic understanding of the variety of career opportunities in the Advanced Manufacturing arena.

- The \$250,000 Duke Energy Grant to promote Advanced Manufacturing was completed on June 30. All requested equipment and software have been purchased, installed, and are in use. Instructors have received training on the equipment; marketing videos have been produced; and a Camp TECHhead promotional workshop/conference for area teachers was conducted during the week of June 21-25. Another promotional activity will be conducted for high school students in July.
- Rich Cregar, a Wake Technical Community College instructor will assist BRCC instructor Chris English during the Super CIP (Curriculum Improvement Project) as an official expert in the green technology field. Through the use of grant funds, Chris has been released from his normal instructional duties to conduct a two-year curriculum project (Super CIP) for all programs offered in the transportation sector within the North Carolina Community College System. He began those duties on July 1; Brain Johnson has been employed to teach in the Automotive Systems Technology program in Chris's absence.
- Summer term had 1,033 students enrolled compared to 889 for summer 2009. The application flow has increased 53% from fall 2009 and 100% from fall 2008.
- BRCC experienced a 20% increase in the number of Federal Pell Grant recipients from spring 2009 to spring 2010, and a 132% increase from summer 2009 to summer 2010. The increase during the summer term is primarily attributed to the new federal requirement to award Pell Grants year round.

### **Review of Financial Reports**

David Whitson reviewed the Report of State and County Funds as of June 30, 2010 and addressed all questions. A copy of the report is attached and made a part of these minutes.

### **Educational Foundation Report**

Ann Green, Executive Director, reported the following major gifts to the Educational Foundation since the last Board of Trustees meeting:

- AAUW Brevard has pledged \$8,110 with \$4,485 being awarded as 2010-11 scholarships and \$3,625 contributed for their scholarship endowment fund.
- An unrestricted gift of \$4,276 has been received as a final distribution from the Estate of Arthur W. Childs.
- Margaret R. Pardee Hospital Auxiliary has gifted \$6,000 for curriculum scholarships and \$4,000 for continuing education scholarships for 2010-11 awards.
- Dollar General Literacy Foundation has awarded the Foundation a \$20,000 Family Literacy Grant to fund salary costs for on-site instruction and educational activities for preschool children. The grant also includes training and travel for the early childhood educators to attend activities related to the project. The project also utilizes the resources of Blue Ridge Community College and Henderson County Public Schools to provide a comprehensive family literacy program to the non-English-speaking families in the College service area. Program components include ESL instruction for parents, preschool childcare and educational activities, parenting education, and parent and child together time.

- Boyd Automotive in Pisgah Forest has made an in-kind gift of \$32,967.37 in automotive parts and supplies to be used in the Automotive Systems Technology program.
- A long-time anonymous donor has gifted \$30,000 for the establishment of the Hubert Jerome Roper Memorial Scholarship Endowment Fund. The purpose of the Fund is to provide scholarship support for students, with a preference given to freshmen enrolled in a two-year program at Blue Ridge Community College, who maintained a yearly 3.0 grade point average in high school, and who demonstrate a financial need. The recipients must maintain a 3.0 grade point average while at Blue Ridge Community College. This scholarship may be renewable for a second year. This gift, combined with an additional donation for 2010-11 scholarships, brings the donor's total contribution to \$33,851.
- Four Seasons Rotary Charitable Foundation has completed their pledge to establish the Hendersonville Four Seasons Rotary Club Memorial Scholarship Endowment Fund. Recognizing the ongoing value of education and to make a permanent contribution to it, the members of Hendersonville Four Seasons Rotary Club have established this Fund for the purpose of providing scholarships to Blue Ridge Community College students.

Mrs. Green also informed Trustees that thirteen members of the pilot group of the Community Ambassador Program graduated on June 30 at a luncheon held in the Blue Ridge Conference Hall. These graduates participated in a four-month program to deepen their support and understanding of the benefits of Blue Ridge Community College.

### **Student Government Association Report**

SGA President, Kelly Drake reported that the Student Government Association met on July 9. A Club Rush day has been scheduled for September 2, 2010. The goal is to encourage student involvement by giving club members and advisors a chance to explain the benefits of joining a club. The SGA plans to hold elections for the Parliamentarian and Public Relations positions on September 16. Applications will also be handed out at the Club Rush Day event. The Student Government Association voted to spend up to \$7000 to purchase a pool table and ping pong table for the new Student Center. The next Blood Drive is scheduled for August 26.

### **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. Ken Butcher 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 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. Kohlan Flynn made a motion to approve the Blanket Travel Authorization. It was seconded by Bill Farrell and passed without dissent.

### **Approval of Level II Instructional Service Agreements**

Dr. Parkhill reviewed with Trustees the Level II Instructional Service Agreements with Bladen Community College and Southeastern Community College. Bill Farrell made a motion to approve the service agreements as presented. It was seconded by Marilyn Bailey and passed without dissent.

### **Approval of Huskins Bill Agreements**

Chairman McCormick informed Trustees that a copy of the Huskins Cooperative Program Agreements for Henderson and Transylvania Counties was posted to the Board Web site for review prior to the meeting. President Parkhill reviewed the details of the agreements and addressed all questions. Kohlan Flynn made a motion to approve the Huskins Agreements as presented. It was seconded by Pat Jones and passed without dissent.

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

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 posted to the Board Website for review prior to the meeting and is attached and made part of these minutes.

### **Review of Institutional Effectiveness Plan (IEP)**

President Parkhill reviewed the Institutional Effectiveness Plan (IEP) Executive Summary with Board Members and addressed all questions. Dr. Parkhill stated that the Executive Summary highlights a sample of the 2010 stated Outcomes and their relationship to the College-wide goals adopted by the President's Council, with input from the Board of Trustees at their November 2009 retreat workshop. President Parkhill informed Trustees if they would like to view the complete 200-page IEP document, to let her office know. A copy of the IEP Executive Summary was provided to Trustees and is attached and made a part of these minutes.

### **Review of NCCCS Critical Success Factors**

President Parkhill stated the College has met the standards for "Exceptional Institutional Performance" this year, which confirms that Blue Ridge students found success in college readiness, workforce preparedness, and as college transfer students. This is the State Board's

accountability measurement based on 2008-09 academic year data. These accountability measures show that BRCC is providing a well-prepared workforce for Henderson and Transylvania Counties. Dr. Parkhill reviewed in detail each of the eight measures and addressed all questions. President Parkhill also informed Trustees that the North Carolina Community College System has asked her to Chair a committee appointed to review these measures and make recommendations of changes needed. A copy of the 2010 Critical Success Factor report was posted to the Board Web site and is attached and made a part of these minutes.

### **Review of Financial Statement Audit**

President Parkhill informed Board Members the Office of the State Auditor has completed their Financial Statement Audit for the year ended June 30, 2009. A copy of the audit was posted to the Board Web site prior to today's meeting for Trustee review. Dr. Parkhill stated that the preliminary report showed two audit findings. The College's response to the audit findings is also included in the posted Financial Statement Audit. The Office of the State Auditor will evaluate the College's responses and should post the final report on their website sometime next week. President Parkhill asked David Whitson to review in detail each of the audit findings.

Mr. Whitson reviewed the audit findings and addressed all questions. Mr. Whitson also explained the financial reporting procedures and plans for new segregated duties, a brief history of the business office staff changes and new assignments, the implementation of an internal final checking system and internal control computer application procedures.

President Parkhill stated that although the next state financial audit won't occur until 2012, the College has requested an additional audit for 2010 and if granted we hope would begin October of this year.

Additional questions arose concerning the process for performing internal checks and reviews throughout the year, the procedures to segregate duties of business office personnel, and the possible advantages of using an outside firm to complete the financial statements. Mr. Whitson and President Parkhill addressed all questions.

President Parkhill read aloud a press release that will be sent to the media tomorrow. Board Members provided some suggestions of changes to the press release. Dr. Parkhill stated a copy will also be sent to Trustees.

### **2010-2011 Committee Appointments**

Chairman McCormick made the following committee appointments:

<u>Executive Committee</u>	<u>Capital Needs/Facilities Committee</u>
Board of Trustees Chair	Kohlan Flynn– Chair
Board of Trustees Vice-Chair	Chip Gould
Ronnie Pepper ( <i>appointed</i> )	Bill Farrell
Bill Farrell ( <i>elected</i> )	Betty Gash
Andrew Tate ( <i>elected</i> )	Board of Trustees Chair

President's Evaluation Committee

Chip Gould – Chair  
Pat Jones  
Marilyn Bailey  
Board of Trustees Chair

Nominating Committee

Ronnie Pepper – Chair  
Chip Gould  
Scott Elliott  
Candler Willis

Finance Committee

Teresa McCall - Chair  
Pat Jones  
Ken Butcher  
Candler Willis  
Board of Trustees Chair

Curriculum Committee

Marilyn Bailey - Chair  
Roy Neill  
Ken Butcher  
Scott Elliott  
Board of Trustees Chair

Audit Committee – Ad Hoc

Bill Farrell – Chair  
Andrew Tate  
Roy Neill  
Board of Trustees Chair

Chairman McCormick stated the purpose of the Ad Hoc Audit Committee will be to review Blue Ridge Community College Financial Services personnel, systems, organization, processes, enterprise and product. The objective will be to provide reasonable assurance that financial statements issued from that office are free from material error. The Committee will review observations reported on the most recent financial audit and will make recommendations to the full Board of Trustees with specific procedures and or actions for their resolution.

**Board Evaluation of Effectiveness**

Chairman McCormick stated that due to the low number of responses from the Board, additional copies have been distributed for those who have not completed their evaluation form. A summary will be reported to the Board at the September meeting.

**Resolution of Thanks & Appreciation for Earl D. Medlin**

Chairman McCormick read aloud a Resolution of Thanks and Appreciation for Vice-President, Earl D. Medlin who will be retiring in September. Chairman McCormick thanked Dr. Medlin for his dedicated service to the College for the past 38 years. Kohlan Flynn made a motion to approve the resolution as presented. It was seconded by Bill Farrell. A copy is attached and made a part of these minutes. Dr. Medlin expressed his appreciated for the support from the Board, faculty and staff over the years.

**Trustee Comments**

Chairman McCormick informed Board Members that the College will be hosting the State Board of Community Colleges Retreat in October. Mr. McCormick asked Trustees to mark their calendar



for October 14<sup>th</sup> to attend a dinner with State Board Members. Details will be sent out sometime in September.

Chairman McCormick encouraged Trustees to attend the NCACCT Leadership Seminar which is scheduled for September 8-10, 2010 in Asheville. Any Board Members interested in attending should contact Brenda Conner.

Ronnie Pepper thanked Dr. Medlin for his encouragement and instructional leadership at BRCC. Mr. Pepper also asked Trustees to take an opportunity at the end of this meeting to thank the current Board Officers on behalf of their continued leadership

Dr. Parkhill asked Trustees to mark their calendars to attend a Retirement Cookout for Earl Medlin on August 20, from 12 – 2 p.m. Invitations will be sent out soon.

There being no further business, the meeting was adjourned.

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Chairman

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Secretary