

Blue Ridge Community College
Board of Trustees Meeting
September 13, 2010 – 5 p.m.
Transylvania County Campus

The Board of Trustees of Blue Ridge Community College met at 5 p.m. on Monday, September 13, 2010, at the Transylvania County Campus.

The following members were present:

John McCormick, Jr.	Marilyn Bailey
Ronnie Pepper	Betty Gash
Bill Farrell	Scott Elliott
Chip Gould	Patricia Jones
Candler Willis	Teresa McCall
Kelly Drake	

The following members were excused:

Ken Butcher	Kohlman Flynn
Andrew Tate	Roy Neill

Others attending:

Molly Parkhill	Marcia Stoneman
David Hutto	David Whitson
Chad Merrill	Ann Green
Brenda Conner	Lee Anna Haney
Peter Hemans	Chris Campbell, College Attorney
Julie Thompson	Brian Elston, College Attorney

Chairman McCormick called the meeting to order and welcomed Board Members and guests.

Lee Anna Haney introduced the Transylvania County Campus Student Ambassadors and gave Trustees a brief description of the Student Ambassador program.

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.

Job Link Center

Julie Thompson, Dean for Economic and Workforce Development, gave a brief report on services provided by her department including WIA training support, job placement services and assessment for companies. She reported that her staff is currently conducting an assessment for Continental Teves. Julie also mentioned that other manufacturers have listed positions with her JobLink Center including Raflatac, and Elkamet. Ms. Thompson stated that staff members offer workshops at the JobLink Center in Job Seeking Skills, Resume Writing, Interviewing and Networking. Her department also administers the Cooperative Education Program. During 2009-2010, over 100 students participated in Cooperative Education and 55 students are currently enrolled in Co-op experiences for fall 2010. She said that a Co-op experience often leads to a full time job when the student graduates. Trustees were given a copy of a notebook filled with information on the services, initiatives and accomplishments of the Department for Economic and Workforce Development.

Minutes Approval

Bill Farrell made a motion to approve the July 12, 2010 regular meeting minutes. It was seconded by Marilyn Bailey and passed unanimously.

Finance Committee Report

Teresa McCall, Finance Committee Chair, reported that the Finance Committee met on August 24. Ms. McCall stated that the 2010-2011 Institutional Budget was presented to the committee. A copy of the Institutional Budget was posted to the Board Web site prior to this meeting. After careful review of the budget, the Committee recommends approval of the budget as presented. The recommendation passed unanimously.

President Parkhill addressed questions on the state budget reversions. A copy of the 2010-2011 Institutional Budget is attached and made part of these minutes.

Facilities Committee Report

John McCormick reported on behalf of the Facilities Committee, which also met on August 24. The Committee received an update on the Capital Improvement Projects for both Henderson and Transylvania County campuses. Listings of these projects were posted to the Board Web site prior to this meeting and are attached and made a part of these minutes.

The Committee also received an updated bidding/construction schedule for Project #1768. The design work for this construction project has now been completed and advertisements for bids have been made. The bid opening has been scheduled for September 16, 2010; therefore, it is the recommendation of the Committee that the Board of Trustees give authority to the Facilities Committee to review, approve and award the contract as recommended by the college administration and architect for Construction Project #1768. The recommendation was approved unanimously.

Chairman McCormick stated that the College has been approached by a nonprofit group that wants to lease our ball field complex for five years. This group would use it to hold baseball scouting events, practices, exhibition baseball games, etc. The College would retain the ability to use it at times not in use by the group. They have presented us a lease agreement which outlines their responsibility to maintain the field. They have also agreed to complete the concession stand and restroom facilities at their expense. The College attorney has reviewing this agreement. It is the recommendation of the Committee to approve the lease of the baseball field to Next Level of WNC, LLC, pending the approval of the State Board of Community Colleges.

After discussion, Chip Gould made a motion to approve lease of the baseball field to Next Level of WNC, LLC, as amended. The approval and consummation of this lease shall not be made without the prior approval of the State Board of Community Colleges. The amendments shall include the following: a) a five year term with a five year extension by mutual agreement only, b) Lessee to be subject to all College policies affecting College property, c) a prohibition and satisfaction requirement for all improvements, and d) revision of Article X, Section 1, to clarify that all improvement will be fixtures belonging to the College. In addition, Lessee will be required to address the funding source for all improvements and provide proof of financial ability. The motion was seconded by Betty Gash and passed with a vote of 9 to 1, with Teresa McCall opposing the approval.

Ad Hoc Audit Committee Report

Committee Chair, Bill Farrell reported that the Ad Hoc Audit Committee met on August 12 and the meeting minutes have been posted to the Board Web site for Trustee review. Mr. Farrell also mentioned that the final Financial Audit has been posted now and is included in Trustees folders.

President Parkhill and David Whitson gave Trustees a brief update and addressed all questions on the following actions taken by the Business Office:

- Hired a qualified Accounting Technician
- Restricted IT access to align with job functions in business office
- Increased training for business office staff
- Drafted and implemented procedures for preparation of financial statements
- Reassigned staff for segregation of duties

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:

- A Curriculum Enrollment Summary for fall 2010 is included in Trustee folders. The semester numbers show 2,512 students enrolled with 50% of the student body on some form of financial aid. These enrollment numbers reflect a 2% increase from fall 2009.
- Blue Ridge Community College along with Wake Technical Community College and Lenior Community College have been selected to receive funds from NC State University for a pilot STEP program. This program will focus on students building an Electric/Plug-In Hybrid vehicle and Plug-in Station. This pilot program will provide a 2 plus 2 program articulation with NC State University.
- President Parkhill briefed Board Members on the selection process for the Vice President for Instruction position. The College have narrowed it down to the top five candidates and have scheduled interviews with them. Each candidate will go through a day long interview process and from those interviews the top three will be recommended to the President by the selection committee. A schedule was distributed and Board Members were invited to join the President at lunch with each candidate.
- After several years of discussion and planning, BRCC will have a new outlet to the Henderson County Community. BRCC-TV will launch sometime in early 2011 with live and pre-recorded programming from the College. Our plan is to offer a variety of "telecourses" and other educational programming though this new channel on the Morris Broadband Cable System. "Live" events can also be broadcast from the Thomas Auditorium, the Blue Ridge Conference Hall, and some of our interactive video classrooms. Students majoring in Film and Video Technology will have an opportunity to gain "hands-on" experience in producing, directing, and editing programs for the channel. President Parkhill thanked Vice President David Hutto on behalf of his efforts in working with Morris Broadband in regard to this initiative.
- President Parkhill informed Trustees that she will be presenting an update on the College's Construction Projects to the Henderson County Commissioners on September 22.

Educational Foundation Report

Ann Green, Executive Director, reported the Educational Foundation received a \$15,000 contribution to establish the Ray and Judith McKenzie-Wilson Scholarship Endowment Fund. The purpose of the Fund is to provide scholarship support with preference given to a student in Mechanical Engineering Technology, Electrical Engineering Technology, or Machining Technology. The donors have also gifted \$1,500 for a 2011-12 annual scholarship (Ray and Judith McKenzie-Wilson Scholarship) with preference to a student in Computer Information Technology or Computer Programming.

Chrysler has donated an in-kind gift of a 2007 Jeep Wrangler and a 1998 Dodge Ram Van, valued at \$26,580 and \$4,150 respectively, to the Automotive Systems Technology program.

Memorial gifts are being received in memory of Louise Dunlap. Ms. Dunlap graduated from Medical University of South Carolina School of Nursing in 1952 and retired from Pardee Memorial Hospital as a registered nurse in 1987. The Louise E. Dunlap Memorial Scholarship will be designated for a nursing student. Through August 31, memorial contributions received totaled \$2,200.

Established by our current College president, the Dr. Molly A. Parkhill Staff Person of the Year Award will be funded by an endowment established through Blue Ridge Community College Educational Foundation. The Award will recognize a full-time, non-instructional employee for individual achievement and exceptional contributions to Blue Ridge Community College. Criteria for this award include personal and professional development, service to the College, leadership, initiative, and exceptional performance. The recipient shall be selected by a committee and will represent the College in the NCCCS statewide staff person of the year award competition.

On August 31, 2010, Vice President for Instruction Earl D. Medlin retired from Blue Ridge Community College with 38 years of service. He has been planning his legacy since 2000 by making monthly contributions to an endowment with the Educational Foundation, which now totals more than \$20,000. The purpose of the Building Foundations for Student Academic Success Endowment Fund is to encourage faculty and staff to develop and implement new methods enabling first-year students to remain in college. The targeted students are those who are at risk for not completing their diploma or associate degree programs successfully without receiving intervention to address deficiencies in one or more of the following: reading, math, and English.

The Foundation Fundraising Committee has developed a “Fundraising Action Plan for 2010-11.” In September, the Foundation will kick off its annual campaign starting with College trustees and Foundation directors. In mid-September, a Campus Fund Drive campaign will be held for faculty and staff. Also beginning in September, Blue Ridge Community College graduates will have the opportunity to receive the bi-monthly *Campus New* published by President Parkhill. The month will end in celebration with the Foundation Scholarship Appreciation Luncheon on September 29.

The Foundation’s 2009-2010 audit was conducted by Painter, Russell & Associates. CPA Charles Russell presented the audit report to the Board of Directors at their meeting on August 11 expressing an “unqualified opinion” on the financial statements (a clean opinion).

Chairman McCormick encouraged Board Members to support the Educational Foundation.

Student Government Association Report

SGA President, Kelly Drake reported that they had exceeded their goal with a very successful Blood Drive held in August. Club Rush Day was held on September 2, with 10 clubs participating and 65 students signing up various clubs. Elections for SGA Public Relations and Parliamentary positions will be held next week. The SGA has received very positive feedback from students on the new Student Center in the Killian Building. Students are spending more time before and after classes to enjoy the center. Two student teams will help with the United Way Day of Caring this year. Upcoming events in October include an Allied Health Day and another Blood Drive.

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 posted to the Board Web site prior to the meeting. Bill Farrell made a motion to approve the list as presented. Chip Gould seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

Approval of Graduation Fee Increase

President Parkhill requested an increase in the Curriculum Graduation fee from \$15 to \$20. Currently the College hosts two graduations annually and the current fee does not cover the cost associated with the graduations. This increase would not completely cover the cost of graduation; however, the College can use state funds for some expenses such as the printing of commencement programs. The increase would cover the cost of diplomas and degree covers. The Student Government Association has agreed to fund the cost of the receptions for each graduation. Pat Jones made a motion to approve the Graduation Fee Increase as presented. It was seconded by Betty Gash and passed without dissent.

Review of Roughgarden Student Loan Fund

President Parkhill briefly described the establishment of the endowed Roughgarden Student Loan Fund and stated that this is currently used as an emergency loan fund for students. President Parkhill stated that as part of the endowed agreement the College is required to report to the Board of Trustees annually on the status of the fund. A copy of the 2010 Roughgarden Annual Loan Report was posted to the Board Web site prior to the meeting and is attached and made part of these minutes.

Review of U.S. Department of Education Audit Report

Chairman McCormick stated that a copy of the U.S. Department of Education Audit Report was posted to the Board Web site prior to the meeting for Trustee review. The report is prepared by the Office of the State Auditor, in accordance with the Office of Management and Budget and covers the period July 1, 2008 through June 30, 2009. Blue Ridge Community College was found to have no deficiencies in regard to this audit.

State Ethics Commission – Statement of Economic Interest Evaluations

Chairman McCormick read aloud the following Statement of Economic Interest Evaluations.

The following Trustees and staff evaluations did not find an actual conflict of interest or the potential for a conflict of interest: Marilyn Bailey, Scott Elliott, and David Whitson

The following Trustees evaluations did not find an actual conflict of interest; however, did find the potential for a conflict of interest: John McCormick.

Board Evaluation of Effectiveness Summary

Chairman McCormick informed Trustees that a copy of the “Summary of Evaluation of Effectiveness” had been posted to the Board Web site prior to the meeting. This is a summary of the evaluation forms which were distributed at the May meeting. This evaluation is done annually to allow the Board to look at their effectiveness.

NCACCT Seminar

Teresa McCall and Bill Farrell gave a brief update on the NCACCT Leadership Seminar that they recently attended. The sessions were very informative and beneficial for Trustees.

There being no further business, the meeting was adjourned.

Chairman

Secretary