

Blue Ridge Community College  
Board of Trustees Meeting  
January 24, 2011 – 5 p.m.  
Henderson County Campus

The Board of Trustees of Blue Ridge Community College met at 5 p.m. on Monday, January 24, 2011, at the Henderson County Campus.

The following members were present:

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

The following members were excused:

Roy Neill	Ken Butcher
Teresa McCall	Andrew Tate

Others attending:

Molly Parkhill	Marcia Stoneman	Peter Hemans
David Hutto	Rhonda Devan	Brenda Conner
Alan Stephenson	Ann Green	Carol Ann Lydon
Chad Merrill	Lee Anna Haney	
Chad Donnahoo, 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.

President Parkhill introduced Alan Stephenson, the new Vice President for Instruction and Rhonda Devan, the new Vice President for Finance & Operations.

### **Student Retention Update**

Carol Ann Lydon, Research Specialist gave a presentation on Student Success, which included completion data; first, second and third-year intermediate milestones; a snapshot of the College's placement testing data; and a closer look at student success in developmental courses. All questions were addressed by President Parkhill, Marcia Stoneman and Carol Ann Lydon.

### **Minutes Approval**

Bill Farrell made a motion to approve the November 8, 2010 regular meeting minutes. It was seconded by Betty Gash and passed unanimously.

### **Finance Committee Report**

Chairman McCormick reported on behalf of the Finance Committee Chair, Teresa McCall. Mr. McCormick stated that the Finance Committee met on December 21. The Committee reviewed the 2011-2012 Campus Capital Improvement Plan and the 2011-12 proposed current Operating Budgets for Henderson and Transylvania counties. The Committee recommended to the Board the approval of the 2011-2012 Current Operating Budget. After discussion, the 2011-2012 Current Operating Budget was unanimously approved.

President Parkhill reviewed the status of the College's current state operating budget report and informed Trustees that the 2% reversion to the State is not reflected in this report. The College had received communication from system office that all colleges are required to identify source of funds that will be reverted no later than February 8. The Governor's office also has requested that restrictions be placed on travel, supplies, and hiring, which will provide a fund balance and ease the budget shortfall for next year.

### **Facilities Committee Report**

Committee Chair, Kohlan Flynn reported that the Facilities Committee also met on December 21. The Committee recommended to the Board the approval of the 2011-2012 Facilities Condition Assessment Plan. Dr. Flynn stated that, upon approval, this plan will be presented to the Henderson and Transylvania county commissioners. After discussion, the 2011-2012 Facilities Condition Assessment Plan was unanimously approved as presented.

President Parkhill informed the Board that she and Vice President Devan met with the Henderson County Manager today to discuss the college's budget request. The County Manager stated that he does not anticipate the county being able to fully fund the College's request without a tax increase. One option to consider would be a sales tax increase. The Henderson County Commissioners has scheduled a budget workshop for tomorrow at 9 a.m. President Parkhill encouraged Trustees to

attend. The college will not be making a presentation at this meeting. President Parkhill informed the Board that the Transylvania County budget request reflects a decrease from last year's budget.

Dr. Flynn stated that the Capital Project Status Report for both the Henderson and Transylvania County campuses was reviewed by committee members. Dr. Flynn also informed Trustees that some of the projects may be re-prioritized if the COPs funds do not materialize by year end. The COPs funds were earmarked for the Alternative Fuels program which will begin the fall of 2011.

Construction meetings in regard to the \$2 million renovations and repair project will begin next month, with the first meeting scheduled for February 1. A schedule of the meetings has been posted to the Board Web site.

President Parkhill suggested that the board should schedule a joint meeting in the near future with the Board and Henderson County Commissioners to review the capital needs of the College.

### **President's Report**

President Parkhill stated a copy of the President's report was posted to the Web site for Board Members to review and is attached and made a part of these minutes. President Parkhill shared with Trustees the following items:

- President Parkhill stated that she and Vice President, Rhonda Devan will be attending the NCCCS President's meeting at Beaufort Community College this week. The 2011-2012 budget will be discussed at this meeting.
- President Parkhill shared with the Board that as of today the Spring 2011 registration total is 2036.
- Dr. Parkhill informed Trustees that there was a 71% increase in the number of students receiving financial aid and a 111% increase in the total dollars of federal aid received. However, due to the limited grant opportunities, there was a 15% decrease in the number of students receiving state aid and only a 1% increase in the total dollars of state aid received. Foundation supported aid reflected a 9% increase in the number of students receiving aid and a 7% increase in the total dollars of institutional aid received. This equates to a 14% increase in the number of students receiving some kind of financial aid and a 71% increase in the total dollars of all aid received.

### **Educational Foundation Report**

Ann Green, Executive Director, reported that each trustee and director currently serving on the College Board of Trustees and the Foundation Board of Directors have given to this year's 2010-2011 Annual Fund Drive. She also informed the Board that Chairman John C. McCormick, Jr. has begun an unrestricted endowment with the Educational Foundation: the John C. McCormick, Jr. and Melinda S. McCormick Endowment Fund.

For the fifth year in a row, contributions from the faculty and staff of Blue Ridge Community College have exceeded the previous year's Faculty and Staff Campaign total. In 2010-2011, \$28,140 has been raised to date by our employees.

Ms. Green informed Trustees of the following major gifts received since the last board of trustees meeting:

- Jim and Jo Ann Brittain have made a gift of \$8,000 to be divided evenly between their already established endowments: the James E. and Jo Ann Layne Brittain Scholarship Endowment and the Beulah Coulter Layne and Arvel Layne Scholarship Endowment.
- Mrs. Betty U. Berg has made a contribution of \$5,000 to the William A. Keyser Memorial Scholarship to fund five 2011-2012 annual scholarships. Each scholarship will be awarded with preference to a Transylvania County resident.
- A long-time anonymous donor has made a donation of \$6,000 to be divided equally between already established endowments: the Edgar Newton Roper Memorial Scholarship Endowment and the Annie Lacy Roper Memorial Scholarship Endowment.
- Joseph and Sandra Furr have made a \$5,500 gift to the annual J. Daniel Furr Memorial Scholarship to award 11 scholarships at \$500 each in 2011-2012. These funds were made possible by the Daniel Furr Memorial Golf Tournament held at Connestee Falls in December.
- Gretchen Batra has created the endowed Batra Scholarship Fund through The Community Foundation of Western North Carolina, which will provide an annual distribution to Blue Ridge Community College Educational Foundation for scholarship support including tuition and fees, books, childcare, transportation, and/or emergency needs. The fund will benefit a Henderson or Transylvania County student with financial need attending Blue Ridge Community College. Preference will be given to women, non-traditional students, and those who have overcome significant challenges in their educational or personal lives. It is anticipated the Educational Foundation will receive approximately \$2,500 annually.
- Toyota Motor Sales, USA, Inc., has given an in-kind gift of a 2003 Toyota Corolla CE Sedan valued at \$8,120 to be used in the College Automotive Systems Technology program.

Ms. Green informed Board Members that the 2011-2012 "Scholarship Application" forms for diploma- or degree-seeking students will be available until March 1.

### **Student Government Association Report**

Vice President, Bethany Hyde reported the following on behalf of President Kelly Drake:

#### **Henderson County Campus**

On Wednesday, December 8, the SGA sponsored a Christmas Party in the Student Center on the Henderson County Campus. Students enjoyed pizza, cookies and drinks. The Rotaract Club is

currently collecting coats, blankets and warm winter clothing for Interfaith Assistance Ministry in Hendersonville. They have placed donation boxes in the TEDC, Patton and Killian buildings.

Ms. Hyde informed the Board that the Phi Beta Lamda Club will be holding a chili cook-off in the TEDC Conference Center on Wednesday, January 26, from 10a.m. – 2 p.m. to raise funds for their competition trip.

The next Red Cross Blood Drive is scheduled for February 24, and we have increased our goal to a record 90 people. To accommodate the increased demand, we will be running the blood drive for an extra hour from 9 a.m. until 2:30 p.m.

The SGA is also organizing another student build day with Habitat for Humanity to take place in March and will also be participating in the “Hero” Campaign in March to raise money for the Red Cross.

#### Transylvania County Campus

On Saturday, Dec 4, the SGA sponsored a float in the Brevard Christmas Parade. Over thirty students, faculty and staff participated in the event. A Christmas party was held in the Student Center on the Transylvania County Campus on Tuesday, Dec 7.

During the holidays SGA collected items for the Sharing House in Brevard. A total of 44 lbs of toiletries, 30 lbs of coats, blankets and personal items were donated to this worthy cause.

#### **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. Kohlan Flynn 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 2011 College-Wide Goals**

Chairman McCormick stated the 2011 College-Wide Goals were posted to the board web site prior to the meeting for Trustees review. President Parkhill informed the Board that the College-Wide Goals are reviewed and approved annually. Dr. Parkhill reviewed in detail the few minor changes that were recommended by the President’s Council. Bill Farrell made a motion to approve the 2011 College-Wide Goals as presented. It was seconded by Chip Gould and passed unanimously.

**Approval of 2011-2012 Academic Calendar**

Chairman McCormick requested approval of the 2011-2012 Academic Calendar. Trustees were able to review the calendar on the board web site prior to the meeting. Kohlan Flynn made a motion to approve the 2011-2012 Academic Calendar as presented. It was seconded by Ronnie Pepper and passed without dissent. President Parkhill stated that the College may consider building inclement weather days into the calendar. An addendum to the calendar for Board approval regarding make-up days may be presented at a later date.

**Review of the Continuing Education Self-Supporting Funds Policy**

President Parkhill reviewed with the Board the College’s Continuing Education Self-Supporting Instructional Funds Policy, which was posted to the Board’s Web site. The Board is required to review this policy every three years. President Parkhill informed Trustees the President’s Council has looked at the policy and suggested no changes. No action was taken by the Board.

**Review of the Program Audit – Spring 2009 through Spring 2010**

Chairman McCormick stated in regard to the recent program audit conducted, the findings showed no audit exceptions. The NCCCS office commended the college faculty and staff for the excellent manner in which they followed record keeping procedures.

**Trustee Comments**

Chairman McCormick congratulated Trustee, Chip Gould of Cason Builders upon their recognition of “Business of the Year” by the Henderson County Chamber of Commerce.

Chairman McCormick reminded Trustees that they are required to complete their Statement of Economic Interest (SEI) form before April 15. Mr. McCormick also stated that the required Ethics Training is now available on-line. A group session will be scheduled for those who do not want to do the on-line training. He also informed Trustees that a copy of the 2009-2010 Annual Report was in their folders.

President Parkhill announced that Chad Merrill has accepted the new position of Chief Institutional Advancement Officer. In his new position, Dr. Merrill will oversee the Institutional Advancement department, which includes institutional research and planning, resource development and public relations.

There being no further business, the meeting was adjourned.

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Chairman

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Secretary