

Blue Ridge Community College
Board of Trustees Meeting
January 14, 2013, 5:00 p.m.
Henderson County Campus

The Board of Trustees of Blue Ridge Community College met at 5:00 p.m. on Monday, January 14, 2013, at the Henderson County Campus.

The following members were present:

John McCormick	Kohlman Flynn
Dee Dee Perkins	Betty Gash
Patricia Jones	Scott Elliott
Bill Farrell	Sandy Tallant
Candler Willis	Krishnaveni Balakrishnan

The following members were excused:

Ken Butcher	Andrew Tate
Ronnie Pepper	Chip Gould
Teresa McCall	

Others attending:

Molly Parkhill	Alan Stephenson	Marcia Stoneman
Julie Thompson	Rhonda Devan	Chad Merrill
Ernest Simons	Ann Green	Lee Anna Haney
Brenda Conner	Chris English	Brian Bagley
Ali Norvell	Alma Jones	Wanda Gant
Carolyn Alley	April Killough	Chad Donnahoo, College Attorney

Chairman McCormick called the meeting to order.

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.

Chairman McCormick welcomed new Trustee Dee Dee Perkins and informed the Board that she had taken her oath of office in Transylvania County prior to this meeting.

Chairman McCormick also welcomed the BRCC Leadership Institute group in attendance. President Parkhill gave a brief description of the Leadership Institute and informed Trustees that attending a board meeting was a homework assignment for the class. This evening's attendees represent one half of the Leadership class. The remaining members will be attending the March board meeting.

Advanced Manufacturing Program Presentation

President Parkhill informed Board Members that several handouts were provided in their folders in regard to the Advanced Manufacturing Upgrade. Dr. Parkhill gave a brief overview of the Advanced Manufacturing Program including a progress report, timeline, and next steps forward.

President Parkhill introduced Chris English to present more detail information on the Advanced Manufacturing Upgrade. Mr. English presented information on the beginning concept of the Advanced Manufacturing Program and the Duke Energy grant which allowed the College the opportunity to begin basic training. Mr. English introduced our new Machining Instructor, Bryan Bagley, who comes to Blue Ridge with a high skill level in the advanced manufacturing area. The College also recently hired Sharon Sues as lead Engineering Technology Instructor - Pay it Forward, Endowed Chair, who also brings that additional skill level that is needed for the Advanced Manufacturing Program.

Mr. English presented detail information on the specific equipment that will be used for training students and the skills that local manufacturers have identified as needed in the field of advanced manufacturing. Mr. English described the simulated floor plan that will create a real-time industrial workplace setting for students to train.

Mr. English also informed Trustees that the program would include stackable credentials that will easily transfer from high school through the community college and four-year university levels. He also described the "Back to Work" seamless process that allow for students to move easily from a Continuing Education certificate to a Curriculum Associates degree.

Mr. English stated one of the problems encountered with moving to the next level with an Advanced Manufacturing Center is the size of the equipment and need for more space. We are looking at the possible renovation of the Spearman building; however this can be very costly and there are some water issues with that building. The College is also exploring the possibility of leasing or purchasing an off-site facility.

Minutes Approval

Chairman McCormick informed Trustees that the minutes from the November 12, 2012 regular session had been posted to the Board Web site prior to the meeting and a copy of the November 12, 2012 Executive Session minutes are included in board folders. Bill Farrell made a motion to

approve the minutes for both the regular and executive session as presented. It was seconded by Betty Gash and passed unanimously.

Curriculum Committee

Committee Chairman, Scott Elliott informed the Board that the Curriculum Committee met on December 4, 2012. Mr. Elliott briefly reviewed the 2011-2012 Curriculum Summary which was presented to the Curriculum Committee. Mr. Elliott also presented information on the following new programs that are being presented for approval as a committee recommendation: Advanced Manufacturing -Brewing, Distillation, and Fermentation Technology program, Alternative Transportation Technology, and Automotive Light Duty Diesel Technology.

After discussion and all questions were addressed, Chairman McCormick requested approval of the three programs presented as a committee recommendation. The Board unanimously approved the three new programs as presented.

Facilities and Finance and Investment Committees

Facilities Committee Chair, Kohlan Flynn stated that the Facilities and Finance and Investment Committees meet jointly on January 8, 2013. Dr. Flynn presented a brief update on the College's current capital projects.

Rhonda Devan provided information on the 2013-2018 Facilities Condition Assessment Plan which is a comprehensive survey of the present condition of all college-owned buildings, facilities, and equipment for both Henderson and Transylvania County campus and a plan of how to address deficiencies based on accepted standards and college requirements. After all questions were addressed, the Board unanimously approved the plan as recommended by the Committee.

Rhonda Devan presented in detail the 2013-2014 Proposed County Budgets, which shows a proposed budget of \$2,171,930 for Henderson County and \$268,378 for Transylvania County. After discussion the 2013-2014 Proposed County Budgets were approved as recommended by the Committee.

President's Report

President Parkhill informed Trustees that a copy of the President's Report has been posted to the Board Web site for their review. Dr. Parkhill highlighted the following items and encouraged Board Members to contact her if they had any questions regarding the report. The full report is attached and made a part of these minutes.

- The General Assembly has proposed legislation that will require state and local governments to maintain a 1% of total payroll fund in to cover unemployment benefits charged to the entities. President Parkhill stated that there is general consensus that this bill will likely pass early in the legislative session.

- Blue Ridge Community College is the recent recipient of a \$485,000 Mid Skills Golden LEAF grant that will provide additional funding for the College's ongoing upgrade of advanced manufacturing training in Henderson and Transylvania Counties. With support from a \$200,000 start-up grant from Golden LEAF Foundation in 2012, the College has already completed significant upgrades to its advanced manufacturing offerings. The new Mid Skills Grant from the Golden LEAF Foundation will enable Blue Ridge Community College to continue its advanced manufacturing upgrade by enhancing the Computer Integrated Machining labs at the Henderson County Campus and Brevard High School in Transylvania County.
- The official celebration of the North Carolina Community College System's (NCCCS) 50th Anniversary kicked off at the System's conference on October 7, 2012. UNC-TV is producing a documentary on each of the 58 community colleges to air on its station during the year. UNC-TV Producer Rick Sullivan will be at Blue Ridge Community College in January to begin production of the Blue Ridge Community College portion of the documentary. Anniversary activities will culminate with a gala in Raleigh on June 5, 2013.
- A concert featuring the band Balsam Range has been confirmed for June 13, 2013, at 7 p.m., in the Thomas Auditorium. Balsam Range is based in the Appalachians and blends bluegrass, folk, gospel, and jazz music. BRCC will use this event to recognize the System's 50th Anniversary. Mark Warwick, from WTZQ, has agreed to emcee the event.
- The Board of Trustees has been invited to attend the BLET training on Saturday, February 23, which will focus on classroom and practical exercises for "Rapid Deployment" (formerly called "Response to School Shooters"). The classroom portion gives insight into a law enforcement response strategy, logistical concerns, and facility issues. The classroom portion will start at 9 a.m. at the Henderson County Campus in the Patton Building, room 224.
- A copy of the Blue Ridge Community College 2011-12 Annual Report is in Trustee folders and is also now available online.
- The College will be hosting an Advanced Manufacturing Career Day on April 9. The Career Day is part of the statewide "Advanced Manufacturing Awareness Week" that will be held from April 8-12. Chris English is the contact person for BRCC.
- The EWD/CE Division has provided training and placement services to over 30 employers including customized training to 524 workers. Working in collaboration with the Henderson County Chamber of Commerce, the Division has offered over 154 seminars for small business owners. During 2012, the EWD/CE staff worked with 23 companies providing training in such areas as welding, machining, safety, computer, PLC, and lean manufacturing. Additionally, the staff provided assistance with new-hire training and selection.
- The EWD/CE Division has sought input from Sierra Nevada and Oscar Blues officials to identify their specific workforce needs related to the craft beer industry. One training opportunity identified was the basic understanding of the craft brewing industry. The outcome was the creation of the Craft Beer Academy.
- President Parkhill thanked all Trustees who were able to attend the Budget Workshop that was held on December 12th.
- The 13th annual Martin Luther King Unity Breakfast and program is planned for Monday, January 21, and will be held in the Blue Ridge Conference Hall. This year's theme is

“Triumphant Teens Fulfilling the Dream.” Adult tickets are \$10; children under 12, \$5. Tickets can be purchased through Gary Rivers, director of Minority Services in Student Services.

- The College has implemented new procedures for wireless access to the college's network. The procedures provide legal protection for the college and serve to educate our user community about the risk they are assuming by performing activities over a public network. In the current legal environment the college must be conscious of the legal position that we place ourselves in if we allow our users to assume that we have accepted the responsibility to protect them from adverse outcomes from using our network. The College does not have the resources to monitor the activity of all users, such as copyright or illegal downloading of materials, therefore we are required to publicly state our policy and remind users that such activity is illegal and not permitted by the college.

Financial Report

Vice President for Finance & Operations, Rhonda Devan reviewed the College's Financial Report of State and County Funds as of December 31, 2012 and addressed all questions. A copy of the report is attached and made a part of these minutes.

President Parkhill informed Trustees that state auditors are currently on campus conducting our Fiscal Year ending 2012 audit. Dr. Parkhill reported that the auditors have commended Rhonda Devan and the business office staff on their excellent work and implementation of new accounting procedures.

Educational Foundation Report

Ann Green, Executive Director, reported 100% participation on the Trustees and Directors' Annual Campaign. All trustees and directors serving on the College Board of Trustees and Foundation Board of Directors have given to the Annual Fund Drive. This includes our newest trustee, Dee Dee Perkins.

Ms. Green stated that the family of Joe D. Spearman (who served 27 years on the Blue Ridge Community College Board of Trustees; spending 16 years as chairman of the Board) has created the Joe and Mary Elizabeth Spearman Scholarship Endowment Fund with our Educational Foundation. The Foundation also received an \$8,000 contribution made by James and Jo Ann Brittain, earmarked for the James E. and Jo Ann Layne Brittain Scholarship Endowment Fund (\$4,000) and the Beulah Coulter Layne and Arvel Layne Scholarship Endowment Fund (\$4,000). Betty Berg made a \$5,000 gift to the William A. Keyser Memorial Scholarship. This gift will be awarded as five \$1,000 scholarships with preference given to Transylvania County residents with financial need.

Ms. Green informed the Board Trustees of the Edward C. Wesch Living Trust have notified the Educational Foundation of a \$83,372.68 distribution for a scholarship fund, to be used to provide scholarships to the maximum extent possible for students pursuing a career in retailing. An

additional small distribution may be received later in the year once the Trust has been finalized.

Longtime donor Richard “Dick” Cushman has passed away. Notification from Transylvania County Clerk of Superior Court has been received citing the Educational Foundation as a beneficiary in his Last Will and Testament.

Ms. Green informed Trustees that since January 2, the 2013-2014 Scholarship Application forms have been available and are due on Friday, March 1, 2013.

Ms. Green stated returns for the fiscal year and the trailing 12 months were 5.71% and 12.62%, respectively. At the Foundation Board meeting in late January, the Finance and Investment Committee will recommend paying out endowment awards at a 4% spending rate for 2013-2014, resulting in total awards of \$299,352. This is an increase of more than \$25,000 from last year’s endowment awards.

Student Government Association Report

SGA President, Krishnaveni Balakrishnan, reported that the SGA hosted a holiday party on December 5 in the Student Center at the Henderson County Campus. It was open to faculty and students. There was a cookie contest, card making contest, and bad sweater contest with gift cards awarded to the winners. Grilled cheese sandwiches, tomato soup, and refreshments were served to students. The event had a great turnout and will probably be an annual event.

SGA handed out flyers for the Welcome Back Breakfast on Registration Day and promoted the Student Government Association. The Welcome Back Breakfast was held on January 9 and 10 in the Student Center. Refreshments were served and table were set-up to promote the SGA campus-wide meeting, as well as other future events. Students were also able to like our Facebook page, and draw numbers to win SGA notepads, pens, and bags.

Krishnaveni stated that she will be speaking and performing at this year’s Martin Luther King Day Breakfast on Monday, January 21; a Valentine’s Day party will be held on February 14, in the Student Center; the American Red Cross Blood Drive will be held in the TEDC Conference Hall on February 21 from 9 a.m. to 2:30 p.m.; and the SGA will be informing students about volunteering for the Habitat build and will begin getting sign-ups and publicizing it on campus.

Chairman McCormick commended Krishnaveni on her excellent speech at the GED graduation ceremony.

Old Business

No old business.

Approval of New Employees

Chairman McCormick informed Trustees a listing of new full-time and permanent part-time employees had been posted to the Board Web site prior to the meeting. Mr. McCormick reviewed

the listing of new employees with details on education and work experience. Kohlan Flynn made a motion to approve the list as presented. Sandy Tallant seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

Approval of 2013-2014 Academic Calendar

Chairman McCormick requested approval of the 2013-2014 Academic Calendar. Trustees were able to review the calendar on the board web site prior to the meeting. President Parkhill identified the state guidelines required for setting our academic calendar. One change from last year will be our December graduation will move to a Tuesday evening in 2013. Dr. Parkhill stated that the College works with the public schools to better align with their academic calendars.

Kohlan Flynn made a motion to approve the 2013-2014 Academic Calendar as presented. It was seconded by Betty Gash and passed without dissent.

Committee Appointments for New Trustees

Chairman McCormick appointed new Trustee, Dee Dee Perkins to the Curriculum Committee.

Review of Level II Service Agreements

Chairman McCormick informed Trustees the Level II Instructional Service Agreements with Brunswick Community College and Southeastern Community College were posted to the Board Web site for their review. President Parkhill reviewed the modifications to each of the two agreements and addressed all questions.

Other Comments

Kohlan Flynn presented a brief update on the RCAM tour and stated he has a packet of information on the facility for any trustees who would like to see it.

Chairman McCormick announced that Vice President, Rhonda Devan had tendered her resignation effective January 31, 2013. Chairman McCormick thanked Rhonda for her excellent work over the past two years at the College. President Parkhill commended Rhonda and the Business Office staff on the significant positive changes in processes and controls that were put into place that have produced sound accounting practices

Rhonda Devan stated that there was a very strong business office team in place that continue to work diligently toward sound business practices.

There being no further business, the meeting was adjourned.

Chairman

Secretary