

Blue Ridge Community College
Board of Trustees Meeting
July 11, 2011 – 5 p.m.
Henderson County Campus

The Board of Trustees of Blue Ridge Community College met at 5 p.m. on Monday, July 11, 2011, at the Henderson County Campus.

The following members were present:

John McCormick, Jr.	Teresa McCall
Bill Farrell	Betty Gash
Kohlan Flynn	Marilyn Bailey
Scott Elliott	Andrew Tate
Chip Gould	Patricia Jones
Ken Butcher	Ronnie Pepper
Rachel Brackett	

The following members were excused:

Roy Neill	Candler Willis
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Others attending:

Molly Parkhill	Rhonda Devan	Marcia Stoneman
David Hutto	Ann Green	Brenda Conner
Alan Stephenson	Chad Merrill	Lee Anna Haney
Julie Thompson	Chad Donnahoo, College Attorney	
Kimberly Gasperson-Justice, Henderson County 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.

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: Patricia Jones, Ken Butcher, and Scott Elliott. Re-appointed Trustee, Candler Willis took his oath prior to the meeting. Signed copies of the "Oath of Office for Board of Trustees" are attached and made a part of these minutes.

BRCC-TV (Educational Channel)

David Hutto, Vice President for Technology presented a demonstration of the College's new TV-Educational Channel. He described briefly the highlights of the TV channel and some of the telecourses currently offered, as well as future opportunities. Mr. Hutto showed Trustees how to access information about the Educational Channel from the College's Web page and addressed all questions.

Minutes Approval

Scott Elliott made a motion to approve the May 9, 2011 regular meeting minutes. It was seconded by Chip Gould and passed unanimously.

Nominating Committee

Committee Chair, Ronnie Pepper informed Trustees that the Nominating Committee would like to recommend the following slate of officers for 2011-2012: 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 2011-2012 officers was unanimously approved by the board.

Mr. Pepper also stated that the Nominating Committee recommends the following Trustees to serve on the 2011-2012 Executive Committee: Bill Farrell and Roy Neill. Chairman McCormick asked if there were any nominations from the floor. There being none, nominations were closed. The Nominating Committee's recommendation for 2011-2012 Executive Committee was unanimously approved by the board.

Mr. Pepper encouraged trustees to complete the nomination form each year and also to attend committee meetings in order to become more familiar with the different board committees.

Facilities Committee

Peter Hemans gave a brief update on the \$2 million Construction Project #1768 and presented details on the project status. Mr. Hemans informed the Board that the project was on target to meet the August completion date. President Parkhill also updated Trustees on the Henderson and Transylvania County Capital Projects.

President Parkhill presented a brief outline of the Insurance Coverage Proposal by Morrow Insurance Agency, Inc. Dr. Parkhill stated that after review of proposals, Morrow Insurance Agency recommends continued coverage with Cincinnati Insurance Company.

President Parkhill referenced the premium comparison chart, which shows a slight increase from last year's premiums. This is due in part to the addition cost of a new Cosmetologist Professional Liability charge. This coverage is needed as students in this program work with the public. This additional coverage could be offset through charges to students in the Cosmetology Program. This is consistent with other programs at the college that charge fees to cover professional liability such as the Nursing and EMS programs. There is also additional coverage included in the policy for Internet Security. This proposal does not include media coverage for the College's new TV channel. The College is currently negotiating the need for coverage with Morris Broadband. These will be split into two separate policies. Dr. Parkhill stated that the Facilities Committee recommends the approval of this insurance proposal and addressed all questions. The Board unanimously approved the Committee's recommendation to approve the Insurance Coverage Proposal as presented.

Kohlan Flynn summarized the changes to the current Facility Rental and Support Fee Schedule. The revised rate schedule charges one flat rate and eliminates the separate fees that were previously charged. This rate will be more cost effective for non-profit organizations that would like to rent our facilities. Dr. Flynn informed the Board that the Facilities Committee recommends the approval of the revised Facility Rental and Support Fee Schedule. The Board unanimously approved the Committee's recommendation to approve the revised fee schedule as presented.

Finance Committee

Teresa McCall stated that Rhonda Devan reviewed with Committee Members guidelines for writing-off uncollectible accounts and described the three step process required by the North Carolina Community College System. The Finance Committee recommends the authorization of the write-off of those receivables in arrears by more than 90 days old and less than fifty dollars individually as of May 31, 2011. This amount shall not exceed \$2,400. The Board unanimously approved the recommendation as presented.

Ms. McCall stated the Finance Committee recommends that a specific fee in the amount of \$10 per lab course be assessed to students enrolled in the cosmetology, esthetics, and manicurist programs. This specific fee would cover the cost of the additional liability insurance coverage. After all questions were addressed, the Board unanimously approved the Committee's recommendation.

Rhonda Devan informed Trustees that she will be meeting with the auditors next week in preparation for the Financial Audit which will occur next spring.

Teresa McCall also informed Board Members that a "Talking Points" document has been prepared by the College staff to help Trustees answer questions concerning the 2011-12 budget cuts impacting the College.

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:

- President Parkhill gave a brief summary of House Bill 200 (Appropriations Act of 2011), which reflects a 10.7% budget reduction for North Carolina community colleges. She highlighted some of the special provisions in the Act and referenced the Budget Tracking sheet which was posted to the Board Web page.
- President Parkhill informed Trustees that in 2009, the North Carolina General Assembly directed the Program Evaluation Division to study the most efficient and effective way to administer the local community college system. The legislation also directed the division to consider the advisability of consolidating community college administration and strategies for ensuring access for students. Their report was presented to the Joint Program Evaluation Oversight Committee on June 28. Prior to this date, the report was confidential. A copy of the report and her response was sent to Board Members on June 28th. Copies were also provided to the county commissioners and local state representatives. The next meeting of the oversight committee will be this Wednesday at 9 a.m. Our hope is that the committee will not endorse the recommendations of the report. If however the committee does act on the report, the committee's recommendation will not be presented to the General Assembly until the 2012 session.
- Chairman McCormick shared with Trustees an email that he received from Donnie Hunter, Executive Director of the NCACCT, concerning the Joint Program Evaluation Committee's report.
- President Parkhill informed the Board that the President's Council met on July 6 to review all new budget requests and has submitted the top funding priorities to the President. The final budget will need to be approved by the Board of Trustees before submission to the State Board, which is due no later than September 1. A special called meeting of the Board of Trustees will probably be needed for the board to approve the final budget and meet this deadline.

Review of Financial Report

Rhonda Devan reviewed the Report of State and County Funds as of June 30, 2011 and addressed all questions. A copy of the report is attached and made a part of these minutes.

Educational Foundation Report

Educational Foundation Executive Director Ann Green reported that for the period of July 1, 2010 through June 30, 2011, public support and revenues totaled \$2,418,017.21 and Foundation assets totaled \$9,330,246.13.

More than 100 friends of the College attended the first Appreciation Breakfast, held in May and hosted by the Foundation. Criminal Justice Technology graduate Kyle Thiel and Duke Energy

District Manager Sandy Tallant delivered remarks, along with Dr. Parkhill who presented the recent Economic Impact Report of the College.

Through the hard work of the Foundation staff and Board of Directors and the continued generosity of our donors, the Foundation will fund \$267,166.49 for more than 260 curriculum scholarships in the 2011-2012 academic year.

Foundation for the Carolinas has awarded Blue Ridge Community College Educational Foundation a \$205,000 grant from Duke Energy to be used to upgrade both Continuing Education and curriculum training programs in advanced manufacturing. The College also received \$20,000 from the NCCCS Customized Training Program for Curriculum Development of the Industrial Maintenance Program.

Dollar General Literacy Foundation has awarded Blue Ridge Community College Educational 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 utilizes the resources of Blue Ridge Community College and Henderson County Public Schools to provide a comprehensive family literacy program to 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.

Blue Ridge Community College Educational Foundation, along with Haywood and A-B Tech Community Colleges, has been awarded a two-year grant of \$100,000 from Community Foundation of Western North Carolina (of that award, Blue Ridge Community College Educational Foundation will receive \$24,706) to provide a caseworker for female scholarship recipients. A small portion of the grant has been set aside for emergency grants and loans. The Foundation received a gift from the estate of former College instructor and Foundation supporter Mildred (Millie) Blaha: "A Nature Lecture Series." The Series consists of 20 presentations (CDs) that reflect Ms. Blaha's lifetime passion for nature and preservation. This gift is valued at \$5,000.

Don and Martha Shoemaker have established an annual scholarship titled The Shoemaker Family Scholarship with a \$1,000 contribution. No additional restrictions have been added to allow maximum flexibility in awarding the scholarship.

The American Association of University Women-Brevard has gifted the Foundation with \$7,954. Of that amount, \$4,704 has been deposited in their endowment and \$3,250 will be dedicated to 2011-2012 scholarship awards.

The following in-kind donations have been received since the last Board of Trustees meeting:

- DeVilbiss has made an in-kind donation of spray guns and related equipment valued at \$9,935 for use in the Collision Repair and Refinishing program. Jeffreys Manufacturing

Solutions has also made an in-kind gift of two Haas CNC lathe/mill control simulators valued at \$3,400 for use in the Machining Technology program.

- Hearts with Hands has donated numerous medical-related supplies to the Allied Health and Emergency Services programs with a total value of \$18,792.57.
- The Lincoln Electric Company has donated two welding machines to be used in the Welding Technology program with a total value of \$7,139.

Student Government Association Report

Student Government Association President, Rachel Brackett reported that a BRCC team participated in Relay for Life event that was held on the night of May 20th. The BRCC team included both students and employees. Several members of our team stayed all night and walked the track. We look forward to participating in this event next year.

The Blue Ridge Community College Baja Society Automotive Engineers team competed June 9th and 10th with their student designed and student built car in Peoria, Illinois with exciting results. Although the team finished 87th out of 115 schools, BRCC Motorsports was the top ranked community college and one of the top first year teams in the competition. Additionally, the BRCC team was ranked higher than such prestigious 4 year engineering universities as Georgia Tech and Northwestern University in final results.

The SGA met to discuss plans for the upcoming year and are currently working on brainstorming ways to get the student body more involved with the school. A few things that were discussed are: a welcome back breakfast for the first day of school; trying to integrate various intramural sports; and providing incentives for students and clubs to encourage more involvement.

Old Business

No old business.

Approval of Revised 2011-2012 Academic Calendar

President Parkhill stated that the 2011-2012 Academic Calendar was approved by the Trustees at their January meeting. The College Administration and Faculty Council recommend that a Reading Day/Faculty Workday be added to the 2011-2012 Academic Calendar. This day will be used by students to prepare for final exams and is consistent with other universities and colleges. Adding a reading day will require shifting exam days. President Parkhill presented the changes for board approval. Kohlan Flynn made a motion to approve the revised 2011-2012 Academic Calendar as presented. It was seconded by Chip Gould and passed without dissent.

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

Approval of Level II Service Agreement – Southeastern Community College

Chairman McCormick reviewed with Trustees the Level II Instructional Service Agreements with Southeastern Community College. Chip Gould made a motion to approve the service agreement as presented. It was seconded by Andrew Tate 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) with Board Members. She stated that this is a year-long process in which the objectives and outcomes are closely tied to the College-wide goals. President Parkhill addressed all questions. A copy of the 2011-2014 Institutional Effectiveness Plan was mailed to Board Members prior to the meeting and is attached and made a part of these minutes.

Review of NCCCS Critical Success Factors

President Parkhill stated the State Board of Community Colleges has established standards of performance for measures that have been identified as being critical to ensure public accountability for programs and services at Blue Ridge Community College. These core indicators are listed in the Institutional Data for 2011 document that was posted to the board web site prior to this meeting and is attached and made a part of these minutes. The complete 2011 Critical Success Factors Report is available on the NC Community College System Web page at: <http://www.nccommunitycolleges.edu/Publications/index.html>. The report is filled with comprehensive information about the Community College System in several areas including workforce development statistics, diverse population learning needs, technology, and system resources. President Parkhill reviewed the BRCC's 2011 Critical Success Factors data and answered all questions. President Parkhill informed Trustees that she was appointed to serve on a Performance Measures Committee which was formed at the request of the General Assembly. This committee's purpose was to evaluate current performance measures and make recommendations for improvements to the performance funding system.

Evaluation of Board 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. Chairman McCormick stressed the importance that all Trustees complete this annual evaluation as it allows the Board to look at their effectiveness, evaluation meaningful information, and look at ways to improve. Mr. McCormick reviewed the findings of the Board Effective Summary which included a comparison of prior year’s assessments since 2007.

2011-2012 Committee Appointments

Chairman McCormick made the following committee appointments:

Standing Committees:

Executive Committee

Board of Trustees Chair
Board of Trustees Vice-Chair
Ronnie Pepper (*appointed*)
Bill Farrell (*elected*)
Roy Neill (*elected*)

Facilities Committee

Kohlan Flynn– Chair
Chip Gould
Bill Farrell
Betty Gash
Board of Trustees Chair

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

Ad Hoc Committees:

Nominating Committee

Ronnie Pepper – Chair
Chip Gould
Scott Elliott
Candler Willis

Audit Committee – Ad Hoc

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

President’s Evaluation Committee

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

Trustee Comments

Chairman McCormick informed the Board of the upcoming 2011 NCACCT Leadership Seminar to be held in Wilmington, NC, September 7-9, 2011. Please contact Brenda Conner if you would like to attend the Leadership Seminar. All re-appointed Trustees will need to attend an orientation session at either the seminar in September or the Spring seminar, which will be held sometime in April of 2012 in Raleigh.

Chairman McCormick stated that a current Calendar of Events was included in board folders.

Ken Butcher commented on how beautiful the landscaping is on the campus and commented the grounds employees on their excellent work.

A suggestion was made to offer a conference call option at the August special called meeting.

President Parkhill informed Trustees that the September board meeting will be held here on the Henderson County Campus. We will have a reception from 4:30 to 5:30 p.m. to allow Trustees and Foundation Directors to socialize. The board meeting will follow immediately afterwards at 5:30 p.m.

There being no further business, the meeting was adjourned.

Chairman

Secretary