

Blue Ridge Community College
Board of Trustees Meeting
July 9, 2012 – 5 p.m.
Henderson County Campus

The Board of Trustees of Blue Ridge Community College met at 5 p.m. on Monday, July 9, 2012, at the Henderson County Campus.

The following members were present:

John McCormick	Kohlman Flynn
Andrew Tate	Ronnie Pepper
Chip Gould	Patricia Jones
Ken Butcher	Sandy Tallant
Candler Willis	Bill Farrell
Betty Gash	Teresa McCall
Scott Elliott	Krishnaveni Balakrishnan

The following members were excused:

Others attending:

Molly Parkhill	Rhonda Devan	Alan Stephenson
Alice Crisp	Marcia Stoneman	Julie Thompson
Chad Merrill	Ann Green	Lee Anna Haney
Brenda Conner	Peter Hemans	Lee Kelly, Times News
Chad Donnahoo, College Attorney	Bill Moss, Hendersonville Lightning	

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.

Trustee Re-Appointment

Chairman McCormick informed the Board that the following Trustees have been re-appointed for another 4-year term and have received their oath of office by the proper authority:

John McCormick
Andrew Tate

Minutes Approval

Chairman McCormick informed Trustees that the minutes from the May 14, 2012 Regular session had been posted to the Board Web site prior to the meeting and the Executive session minutes were included in board folders. After Trustees reviewed the Executive session minutes, Kohlan Flynn made a motion to approve the May 14, 2012 regular and executive session minutes. It was seconded by Bill Farrell 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 2012-2013: Chair – John McCormick; Vice Chair – Kohlan Flynn; Secretary – Molly Parkhill. Mr. Pepper asked if there were any nominations from the floor. There being no nominations from the floor, Candler Willis moved to close nominations and approve the slate of officers as presented. It was seconded by Bill Farrell and passed without dissent.

Mr. Pepper also stated that the Nominating Committee recommends the following Trustees to serve on the 2012-2013 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 recommendations for 2012-2013 Executive Committee was unanimously approved by the board.

Facilities Committee

Committee Chairman Flynn informed the Board the Facilities Committee met on June 26. Dr. Flynn presented a brief update on the constructions projects and the current Patton parking lot project. He also stated that the College has the option to now work directly with local government on capital projects funded with local monies.

Dr. Flynn briefly reviewed the College's approved 2012-13 County Budgets which were presented to the Facilities Committee.

Committee Chairman Flynn stated that the College has an on going, three-year policy with Morrow Insurance Agency. This policy is reviewed annually by the college administration. A copy of the policy was posted to the Board Web site.

Dr. Flynn reviewed the 2012-2013 Facility Rental/Support Fee Schedule, which included one addition of a general college space administrative fee. Dr. Flynn stated that the administrative fees are used to cover overhead cost for facilities. President Parkhill also reviewed the Transylvania County Small Business Incubator (Blue Ridge Innovation Network) specific fees schedule, which had no changes for 2012-2013. All questions were addressed. The Facilities Committee recommends the approval of the 2012-2013 Facility Rental/Support Fee Schedule and the Blue Ridge Innovation Network Fee Schedule as presented. The Board unanimously approved the Committee's recommendation.

Committee Chairman Flynn stated that Blue Ridge Community College wants to execute its option to enter into an open-end design agreement. This will allow the College to work with an architectural firm on a routine or as needed basis for small, miscellaneous projects under \$300,000. He noted that the annual fees may not exceed \$150,000 in total value and no single project shall exceed a \$36,000 fee. The contract may also be extended one additional year.

A Pre-Selection Committee met on Monday, June 25th to review the twenty-four bids that were received from architectural firms. The bid proposals were graded on a weighted scale of ten factors. The top four proposals were presented to the Committee for their review. After discussion the Facilities Committee recommends the approval of PBC&L as the Open-End Design Architectural firm. The Board unanimously approved the Committee's recommendation.

Finance Committee

Committee Chair McCall informed the Board that the Finance Committee met on June 26. Ms. McCall stated that the Committee received an update on the College's financial forecast and the State budget. Ms. McCall referred to President Parkhill for an update on the State budget.

President Parkhill informed the Board that the 2012-2013 NC State budget is now official. On Monday July 2, both the House and the Senate voted to override the Governor's veto of the budget. This means the Conference budget is now enacted. The budget, that now becomes law, contains the majority of our NCCCS goals, which includes the reinvestment strategy and targeted provisions. Dr. Parkhill noted that this biennial legislative session would not have been as successful without the support of our elected officials, Trustees, and the entire community college family working together. If the budget is approved at the State Board meeting on July 20, it will be presented to the Board of Trustees for approval at our September meeting.

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 Blue Ridge Conference Hall and Thomas Auditorium facilities continue to experience steady activity from entities such as the Hendersonville Symphony Orchestra,

Hendersonville Community Band, Latino Advocacy Coalition, Folkmoot USA, and others. An events summary is included in board folders and a brief summary of 2011-2012 activity levels is below:

- Blue Ridge Conference Hall was the site for 228 total events (39% external, 48% internal, 13% BRCC co-sponsored with external entity)
- Thomas Auditorium (Gallery) was the site for 205 total events (50% external, 47% internal, 3% BRCC co-sponsored with external entity)
- Blue Ridge Community College and Wingate University have recently established an agreement outlining course equivalents for students preparing for the Wingate Pharmacy Program. Students may apply for Wingate's program after completing the outlined courses at Blue Ridge (a bachelor's degree is not required).
- The Continuing Education budget FTE for spring 2012 is up by 48 FTE when compared to spring 2011. Additionally, the Small Business Center increased by 5 FTE, Customized Training increased by 1 FTE, and Personal Enrichment increased by 1 FTE.
- Sierra Nevada's HR Manager Carrie Alden and Logistics Manager Stan Cooper met with several EWD/CE staff in mid-June. The group toured the CAVE and the location for the simulated factory floor and Mechatronics Program. Sierra Nevada officials agreed to serve as advisors in the development of training using the wet line equipment. The group discussed BRCC's involvement with customized training, profiling, pre-hire training, and assessment. There was also a discussion about hosting a Job Fair for the company in late fall 2012. Sierra Nevada plans to begin hiring in early spring 2013 and be fully operational by November 2013.
- The following Technology Camps were held on the Henderson County Campus:
 - June 18 – 21 - Area high school educators attended the Camp TECHhead for Educators. This three-day event introduced high school counselors and teachers to career opportunities in the world of advanced manufacturing. Highlights included participation in a variety of hands-on activities, dialog with local manufacturing professionals, career information, and visits to local companies. Educators emerged with a more realistic understanding of the variety of opportunities in the advanced manufacturing arena, valuable local manufacturing contacts, and concrete ideas for using this information with students.
 - June 25 – 28 - Camp TECHhead for high school students allowed junior and senior high school students the same experience as the educators.
 - July 9-12 - The Young Engineers Camp will allow students to explore careers in engineering and earn three credits toward BRCC's Mechanical Engineering Technology, Associate in Applied Science degree.
- Blue Ridge Community College has contracted with Higher One, a financial services company, to bring students a new benefit: the Blue Ridge Access Card. This partnership allows the College to expedite financial aid disbursements and student refunds by using direct deposit to distribute refunds to them. This means money will be available to our students much more quickly than with traditional paper checks. Although there may be fees associated with the use of a debit card, students electing to use direct deposit will not be charged any fees. The College is working with Higher One to ensure that fees are minimized.

- Henderson County Early College (HCEC) High School received 68 applications from rising freshman for the 2012-2013 school year. The new year will begin on August 7 as they welcome 45 new freshmen. These students will not participate in college coursework during the first semester to allow them time to become acclimated to the environment and expectations.

Financial Review

Vice President for Finance & Operations, Rhonda Devan reviewed the College's Financial Report of State and County Funds as of June 30, 2012 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 that the Dollar General Literacy Foundation has awarded the Foundation a \$15,000 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.

Additionally, Pardee Hospital Auxiliary has increased their curriculum scholarship support from \$6,000 to \$8,500. They will continue to fund continuing education scholarships at \$4,000. This brings the Auxiliary's scholarship awards for 2012-2013 to \$12,500.

The Blue Ridge Community College Educational Foundation 2011-2012 audit is currently being conducted this week.

Ms. Green informed the Board that plans are underway for the Trustees and Directors Social and Annual Fundraising Kickoff on Monday, September 10, from 4:30-5:30 in the afternoon. Invitations will be sent out soon.

Student Government Association Report

SGA President, Krishnaveni Balakrishnan, reported that the Student Government Association had recently reviewed and revised the current SGA Constitution and drafted contracts for all the SGA Officers. This will help officers to better identify the duties associated with their officer positions.

Ms. Balakrishnan presented a list of upcoming SGA events for the 2012-2013 academic year and current club events. SGA officers will be on campus during fall registration to assist newly enrolled students.

Old Business

No old business.

Approval of New Employees

Chairman McCormick informed Trustees a listing of new full-time and part-time permanent 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. Chip Gould 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 Chip Gould and passed unanimously.

Approval of Educational Leave

President Parkhill recommended approval for educational leave for Jay Alley; lead Instructor in our EMS Program. Mr. Alley has been enrolled at Oklahoma State University in the Fire and Emergency Management Administration Master's program since fall 2010. The on-line program requires students to attend a one week class held on the campus in Stillwater, Oklahoma. By attending this program, Mr. Alley will have completed more than half of his Masters.

Ken Butcher made a motion to approve the educational leave as presented. It was seconded by Ronnie Pepper and passed unanimously.

Termination of 403(b) Plan

Chairman McCormick explained the College adopted a 403(b) plan for employees in 1971 and, due to new regulations, the current plan has become cost prohibitive. Mr. McCormick stated that the Board had approved to terminate this plan at the March 12, 2012, meeting. The College has been working with our attorney on finalizing the termination of the current 403(b) plan, which will require the Board to approve the resolution which was included in board folders. After review and all questions were addressed, Ken Butcher made a motion to approve the Resolution to terminate the current 403(b) plan as presented. It was seconded by Betty Gash and passed unanimously. A copy of the resolution is attached and made a part of these minutes.

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. Dr. Parkhill stated that the Administrative Code requires this audit be conducted annually and reported to the Board of Trustees. 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 2012-2014 Institutional Effectiveness Plan was posted to the board web site prior to the meeting and is attached and made a part of these minutes.

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.

2012-2013 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*)
Andrew Tate (*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

Scott Elliott – Chair
Sandy Tallant
Ken Butcher
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
Teresa McCall
Board of Trustees Chair

President’s Evaluation Committee

Chip Gould – Chair
Pat Jones
Ronnie Pepper
Board of Trustees Chair

Trustee Comments

Chairman McCormick informed Trustees that the 2012 Edition of the *Community College Laws of North Carolina* book was included in their folders. President Parkhill stated that the Administrative Code section is not included in this edition as the system office is working on revision to the Administrative Code.

Chairman McCormick informed Trustee of the NCACCT Leadership Seminar which will be held September 5-7, 2012, in Asheville. All Trustees were encouraged to attend.

There being no further business, the meeting was adjourned.

Chairman

Secretary