

Blue Ridge Community College
Board of Trustees Meeting
March 14, 2011 – 5 p.m.
Transylvania County Campus

The Board of Trustees of Blue Ridge Community College met at 5 p.m. on Monday, March 14, 2011, at the Transylvania County Campus.

The following members were present:

John McCormick, Jr.	Marilyn Bailey
Ronnie Pepper	Betty Gash
Teresa McCall	Scott Elliott
Chip Gould	Kohlman Flynn
Patricia Jones	Ken Butcher
Andrew Tate	
Emily Robbins (SGA-Vice President at Transylvania County Campus)	

The following members were excused:

Bill Farrell	Candler Willis
Roy Neill	

Others attending:

Molly Parkhill	Marcia Stoneman	Peter Hemans
David Hutto	Rhonda Devan	Brenda Conner
Alan Stephenson	Ann Green	Lee Anna Haney
Julie Thompson	Chad Merrill	Glenda McCarson
Jason Chappell	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.

Minutes Approval

Kohlman Flynn made a motion to approve the January 24, 2011 regular meeting minutes. It was seconded by Betty Gash and passed unanimously.

Addition to Agenda

Chairman McCormick asked Board Members to add the following item to today's agenda:

III. Committee Reports B. President's Evaluation Committee

Executive Committee Report

Chairman McCormick reported that the Executive Committee Chair met on February 14, 2011 to discuss the College's Multi-Function Device Printer/Copier Lease. Mr. McCormick informed the Board that on March 31, 2011, the College's current Printer/Copier vendor's contract expires. The College has elected to release bids with new specifications which include customer service requirements and a print management system. The College published a request for bids and received four bidders and is recommending that the lease be awarded to the lowest bidder, Toshiba, in the amount of \$296,100 payable over a five year period. The award will exclude their proposed data management solution. The College will purchase separately the Papercut Print Management system for its data management.

President Parkhill stated that if the Trustees selected Toshiba, there would be considerable cost savings for the College. President Parkhill informed the Board the College has also researched other schools and colleges who contract with Toshiba and has received positive feedback on the company's quality of customer service.

Chairman McCormick made a motion of behalf of the Executive Committee to approve the award of the new copier lease agreement to the lowest bidder, Toshiba as presented. The motion passed unanimously.

President's Evaluation Committee

Committee Chair, Chip Gould stated that at the committee's last meeting the need to revise the current president's evaluation form was discussed. At the Committee's request, President Parkhill collected several examples of community college presidential evaluation forms. Dr. Parkhill reviewed the samples and selected three forms that were consistent with state requirements and met the committee's recommendations.

Mr. Gould informed Trustees, that the committee met prior to this meeting to review these forms. Committee members discussed the difficulty with the current form and the need for a shorter form which is easier to understand and complete. After discussion, the Committee recommended the

“Johnston Community College” Presidential Evaluation form example. A copy of the recommended form was provided to Trustees for their review.

Upon recommendation of the Committee, the Board unanimously approved the new President’s Evaluation form. The new form will be posted to the Board Web site. Trustees were asked to complete the form and return to Brenda Conner by April 8.

President’s Report

President Parkhill stated that 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 updated Board Members on the Governor’s proposed budget, the Joint Education Appropriations Subcommittee Target comparison, and the Education Reduction Options for Community Colleges. Dr. Parkhill presented detail information on each of these reports and addressed all questions. Handouts were distributed to Trustees and posted to the Board Web site.

Financial Review

Vice President for Finance & Operations, Rhonda Devan distributed and discussed the College’s Report of State and County Funds as of February 28, 2011, and summarized budget transfers. A copy of the report is attached and made a part of these minutes.

Peter Hemans gave Trustees an update on \$2 million Repair and Renovation construction project and addressed all questions. The target date for completion is August 19, 2011.

Educational Foundation Report

Ann Green, Executive Director, reported the following major gifts received since the last Board of Trustees’ meeting:

- Ms. Tess D. Matteson has gifted \$10,000 for the establishment of the Matteson Family Scholarship Endowment Fund. The purpose of the Fund is to provide a scholarship to be awarded with preference, but not limited, to an Environmental Science Technology or Horticulture Technology student with a financial need.
- Connestee Falls Student Scholarship Program has contributed \$10,000 for 2011-2012 scholarship awards. Each scholarship is to be awarded to a student from Transylvania County that has attended either Brevard High School or Rosman High School and demonstrates a financial need. The funds are raised at the Connestee Falls Property Owners Association’s Annual Golf Tournament.

Ms. Green also informed Trustees that Julie Thompson, the 2011 Molly A. Parkhill Staff Person of the Year Award recipient, is one of five finalists for the North Carolina Community College System

BB&T Staff Person of the Year Award. The winner will be announced at the Excellence in Education event in Raleigh on April 14.

The spring Community Ambassador Program has 26 participants enrolled from across Henderson and Transylvania Counties who will be participating in the Program over four months, beginning on March 30 and concluding with a graduation held on June 15.

The family of William A. Baxter has remembered him with a \$600 scholarship for 2011-12. The Bill Baxter Memorial Scholarship will be awarded to a graduate of a Henderson County high school.

Student Government Association Report

Emily Robbins, Student Government Association Vice-President at the Transylvania County Campus reported on the following SGA activities:

Transylvania County Campus

SGA will be participating in the BRCC Relay for Life, with a 26 member team. Upcoming fund raising events include: car wash, bake sale, paper heart and paper shoe sales, and a “Kiss the Pig” contest.

SGA also held a Valentine’s Day party on February 14. Students purchased hearts for \$1. The hearts sells raised \$72 for Relay for Life.

The renovation of the Student Center on the Transylvania County Campus is now complete. Board Members were invited to take a tour of the center after today’s meeting.

Henderson County Campus

SGA held a very successful Valentine’s Day event for students on February 14 in the Student Center.

An American Red Cross Blood Drive was held on Feb 24, at the Henderson County Campus. We reached our goal of 90 donors.

SGA has volunteered to help with the American Red Cross Heroes Campaign. This campaign is an American Red Cross fundraiser held during the month of March. The volunteers for this campaign have some very creative ideas for fund raising.

Student Clubs

Phi Theta Kappa (PTK) held a bake sale on Feb 24, raising \$200 for their club.

The new Education Club held a Premier Jewelry Party on January 25, and the jewelry sales were successful.

Phi Beta Lambda (PBL) held a Chili Cook-off on January 26. The success of the event was measured by the empty chili pots. The club raised \$200.

The Society of Automotive Engineers Club is moving right along with the Baja Car Project. The frame and major suspension for the car is complete.

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. Ken Butcher 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 Educational Programming Policy

Chairman McCormick informed Trustees that the Education Channel is to serve as a local outlet for educational television programming to the cable viewers in Henderson County. The Educational Programming Policy states that the programs offered through the channel will be consistent with and support the mission of the College. The procedures for programming and use of the channel shall be developed by the Educational Television Coordinator and the Vice President for Technology and CIO with input from the BRCC-TV Advisory Committee, and submitted to the President or a designee for final review and approval.

Kohlman Flynn made a motion to approve the Educational Programming Policy as presented. It was seconded by Chip Gould and passed without dissent.

Approval of Specific Fee

President Parkhill informed Trustees the Continuing Education Department is running a Workforce Development Customized Training Leadership class for Facility Logistics in late March. The company has requested Myers Briggs be administered in the class and is willing to pay an additional fee for each of their 23 employees participating in the class. We are requesting board approval to charge the company an additional fee of \$25 per participant to cover the Myers Briggs cost.

Andrew Tate made a motion to approve the specific fee as outlined. It was seconded by Ronnie Pepper and passed without dissent.

Approval of Revised 2011-2012 Henderson County Operating Budget

President Parkhill informed Trustees that the College recently received notification from the Henderson County Commissioners requesting that we resubmit a revised budget to reflect a 7.5% reduction. The Board had approved the Henderson County Operating and Capital Projects budgets at their January meeting. President Parkhill outlined the proposed revision to the 2011-2012 Henderson County Operating budget. The College’s Finance and Operations Department has submitted several cost saving measures which will allocate the 7.5% reduction in our original budget request. President Parkhill addressed all questions. After discussion, Marilyn Bailey made a motion to approve the revised 2011-2012 Henderson County Operating Budget. It was seconded by Betty Gash and passed with a vote of 10 to 1; with Ken Butcher opposing the motion. President Parkhill informed the Board that the College’s original submission to the county for funding of our major capital improvements will not change.

Review of Mountain Area Workforce Audit Reports

President Parkhill informed Board Members that copies of the Mountain Area Workforce Development Board Audits for financial management and programmatic management were posted to the Trustee web site prior to the meeting. Both audits showed no findings or exceptions.

Trustee Comments

Chairman McCormick reminded Board Members they need to complete and mail their Statement of Economic Interest Form by April 15, 2011. He also stated another Ethics Training Group Session is scheduled for April 11, from 3 – 5 p.m. in the TEDC building, room 337. Anyone interested in attending this group training session, please see Brenda Conner.

President Parkhill requested that we move the location of the September board meeting to the Henderson County Campus. The College would like to host a reception with the Trustees and Foundation Directors prior to that meeting. It was suggested that we move the November board meeting to the Transylvania County Campus.

President Parkhill informed Board Members of the following items included in their board folders today: Budget Priorities for 2011-12 flyer; Curriculum Enrollment Summary; March – May 2011 Calendar of Events

There being no further business, the meeting was adjourned.

Chairman

Secretary