

Blue Ridge Community College  
Board of Trustees Meeting  
March 12, 2012 – 5:00 p.m.  
Brevard Music Center

The Board of Trustees of Blue Ridge Community College met at 5:00 p.m. on Monday, March 12, 2012, at the Brevard Music Center.

The following members were present:

John McCormick, Jr.	Teresa McCall
Candler Willis	Betty Gash
Scott Elliott	Andrew Tate
Patricia Jones	Ken Butcher
Bill Farrell	Kohlman Fynn
Chip Gould	Ronnie Pepper
Sandy Tallant	
Margaret Harris, Vice President-SGA	

Others attending:

Molly Parkhill	Alan Stephenson	Marcia Stoneman
Alice Crisp	Rhonda Devan	Julie Thompson
Ann Green	Chad Merrill	Lee Anna Haney
Brenda Conner	Chad Donnahue, College Attorney	

Chairman McCormick called the meeting to order and welcomed Board Members and guests. Mr. McCormick introduced new Trustee, Sandy Tallant. Ms. Tallant received her Oath of Office prior to today's meeting.

**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**

Scott Elliott made a motion to approve the January 9, 2012, regular meeting minutes as presented. It was seconded by Betty Gash and passed unanimously.

## **Curriculum Committee**

Committee Chair, Scott Elliott informed the Board that the Curriculum Committee met on February 28, 2012. At the meeting the Committee received an update of the College's program review process, its methodology and timeline. President Parkhill stated that the review process was adjusted to provide a more comprehensive review of curriculum offerings. The Curriculum Committee will meet in December of this year to make recommendation to the full board in January.

Dr. Elliott provided detailed information on the proposed new curriculum programs for the 2012-2013 Academic Year, which included Business Administration/Banking and Finance, Criminal Justice Technology/Latent Evidence, and Mechatronics Engineering Technology. This information was provided to the Board prior to the meeting. All questions were addressed.

The Board of Trustees unanimously approved the Committee's recommendation for approval of the new curriculum programs as presented.

## **Finance & Investment Committee**

Committee Chair, Teresa McCall informed Trustees that the Finance & Investment Committee met on March 6, 2012. The Committee received information from President Parkhill concerning the change to the College's current Policy 1.12, which incorporates the board's responsibility in managing the College's financial investments. President Parkhill stated this policy change is consistent with the changes to G.S. 115D-58.6, requiring boards to appoint an investment committee which would be responsible for making recommendation to the full board on those investment options, as well as monitoring the performance of the investments once made. The Committee recommends approval of the change to Policy 1.12. The Board of Trustees unanimously approved the committee's recommendation.

Rhonda Devan informed the Trustees that the College currently deposits part of its fund balance with First Citizens bank. These funds are needed throughout the year to cover expenses associated with instruction, student support services, technology, and agency fees such as student clubs. The balance of these funds are deposited with the State Treasurer in the Investment Management Division's "short-term" investment funds (STIF). Ms. Devan stated that the College currently invests \$198,302 in the STIF account and the recommendation is to continue to deposit in the STIF account with an increase in the amount invested to \$460,000.

Ms. McCall informed the Board the Finance and Investment Committee approved the recommendation made by the college administration. After discussion, the Board of Trustees unanimously approved the Committee's recommendation.

President Parkhill briefly described the history of the current employee 403B benefit plan that was adopted in 1971. Dr. Parkhill stated that the current plan has become cost prohibitive. She also noted that the State Treasurer now provides two plan options (401K & 457) of which the State assumes fiduciary responsibility. The College has provided to its employees the option to participate in the State 401K plan. College administration recommended that we discontinue the 403B Plan and adopt the NC Deferred Comp Plan. A resolution to adopt the NC Deferred Comp Plan was provided to the Board for their review. All questions were addressed.

Ms. McCall stated that the Finance and Investment Committee recommends the approval of the resolution to adopt the NC Deferred Comp Plan as presented. The Board of Trustees unanimously approved the committee recommendation. A copy of the resolution is attached and made a part of these minutes.

### **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. She 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.

- President Parkhill informed Board Members that she had approved the following Requests for Use of Alcohol at Special Events:
  - Henderson County Chamber “Business after Hours” held on February 23
  - Hendersonville Jehovah’s Witness – Celebration of Lord’s Supper to be held on April 5
  - Blue Ridge Bookfest to be held on May 18 & 19
- President Parkhill provided an update on the State Budget priorities that will be presented to the N.C. General Assembly when they reconvene in May. Entitled “Restore the N.C.’s workforce by Reinvesting in the Community Colleges”, the State Board has requested that enrollment growth funds be distributed in the following areas: increase per student funding for math classes, forego the scheduled increase to continuing education classes, adjust the multi-campus funding formula to better equip multi-campus such as Transylvania County Campus, and reduce the scheduled management flexibility cut. President Parkhill provided two scenarios of the FY 2012-2013 budget projections for the College based on these recommendations or current proposed state appropriations.
- President Parkhill announced that employees now have the opportunity to submit innovative ideas to help the College become more efficient and effective. This initiative, suggested by a subcommittee of the President's Council, is designed to capitalize on innovative, creative, and cutting-edge approaches to problems and opportunities. In addition, the Educational Foundation will be providing funding for innovative ideas as part of an employee incentive program. If selected, the recipient(s) could receive up to \$500 to implement the idea. Innovative ideas, along with the responsible employee(s), will be featured on the Insider.
- Dr. Parkhill stated that she has been meeting with school officials from Wingate University, Brevard College and Mars Hill College to discuss additional partnerships. Wingate

University is exploring the opportunity to offer two BLS (Bachelor of Liberal Studies) degree programs in Hendersonville in Spring 2013. The two concentrations are Organizational Communication & Management and Human Services. A meeting with BRCC and Brevard College senior staff is scheduled the last of March to discuss 2+2 programs. Mars Hill College is considering offering the full Bachelor of Social Work degree program on our campus.

### **Review of Financial Report**

Rhonda Devan reviewed in detail the Financial Update for Fiscal Year 2011-12 (as of February 24, 2012). Ms Devan presented information on State, County and Special funds, as well as, an update on the College's current Outstanding Student Accounts Receivable.

Ms. Devan requested approval of a Funds Transfer for up to \$200,000 from equipment into the renovation funds account. All questions were address. Kohlan Flynn made a motion to approve the Funds Transfer as presented. It was seconded by Bill Farrell and passed without dissent.

### **Educational Foundation Report**

Educational Foundation Executive Director Ann Green reported the Foundation for the Carolinas awarded Blue Ridge Community College Educational Foundation a \$205,000 Duke Energy Community College Grant for upgrades to the College manufacturing training program. Approval has been received to reallocate the equipment to be purchased from Industrial Maintenance to Mechatronics.

The Board of Directors has ratified the actions of the Finance and Investment Committee to approve the 2012-2013 endowment awards at 4%, resulting in total awards of \$274,087.

Through March 31, the Board of Directors will be making calls on potential new donors in its Annual Giving Campaign. The Board is also identifying and visiting professional advisors from Transylvania County.

The College and the Educational Foundation held a reunion for its Community Ambassador graduates on February 23. There are now 71 individuals that have completed the program. Together, the graduates are establishing a Community Ambassador Scholarship Endowment Fund.

Ms. Green informed the Board of the following major gift received since the last board meeting:

- The Foundation received a gift of \$7,700 for 2012-2013 J. Daniel Furr Memorial Scholarships.
- The Foundation received a gift of \$15,000 from the Charles and Eleanora Meloun Charitable Fund. Ms. Meloun earmarked \$7,500 for the 2012-2013 GED Graduates Scholarship and \$7,500 for the Charles J. and Eleanora W. Meloun Scholarship Endowment Fund.

- Conestee Falls Student Scholarship Program has pledged \$9,000 for 2012-2013 scholarship awards, and Margaret R. Pardee Hospital Auxiliary has pledged \$6,000 for curriculum scholarships and \$4,000 for continuing education scholarships.
- Recently, three families have shared that they are remembering the Foundation in their estate plans. Two have been donors for several years now; the third is a recent Community Ambassador graduate.
- Through a planned gift, the Foundation will be receiving annually a new named scholarship. The Jessie M. Kerth Scholarship for Nursing will be awarded in 2012-2013 in the amount of \$1,619. The scholarship is to provide financial assistance to second-year students at Blue Ridge Community College who have demonstrated financial need and have maintained a high academic average during their first year of nursing studies at the College.

The Educational Foundation is working with the Events Coordinator on the upcoming NC Symphony Concert that will be held in our Conference Hall on April 27, at 7 p.m.

### **Student Government Association Report**

Student Government Association President, Margaret Harris reported that the SGA is helping to raise money for the Red Cross with a goal of \$1200. Several events have been already held and two more events are scheduled for this month, with all the proceeds to benefit the Red Cross.

Volunteers are needed to help with the Habitat build at Shuey Knolls on Saturday, March 23<sup>th</sup> from 9 a.m. to 5 p.m. We have 20 volunteers at this time; however 30 is needed for this project build.

The SGA Awards Ceremony is scheduled for April 4<sup>th</sup> in the Conference Hall. Mediterranean food will be provided after the ceremony. Invitations will be sent soon.

We will be holding a campus-wide SGA meeting on April 5<sup>th</sup> in the President's Dining Room. Pizza and drinks will be provided. This will be an important meeting for student clubs as it will be the last meeting before our Spring Picnic.

The Spring Picnic will be held on April 26. We are working with Hubba Hubba BBQ to cater the event and Your Entertainment Service (Y.E.S.) to provide the entertainment.

The SGA and Rotaract Club are working together to plan a trip to Washington DC. Both clubs have meet, and talked about possible fundraising efforts.

### **Old Business**

No old business.

### **Approval of New Employees**

Chairman McCormick reviewed the listing of new employees with details on education and work experience. Ken Butcher made a motion to approve the list as presented. Bill Farrell seconded the

motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

### **Approval of Policy Changes (2.2 & 4.1)**

President Parkhill provided detail information on the recommended changes to Policy 2.2 and 4.1 and addressed all questions. Dr. Parkhill stated that the changes were consistent with other community colleges with similar policies. A copy of the Policy changes are attached and made a part of these minutes.

Bill Farrell made a motion to approve the change to Policy (2.2) as presented. It was seconded by Chip Gould and passed without dissent.

Ken Butcher made a motion to approve the changes to Policy (4.1) as presented. It was seconded by Kohlan Flynn and passed without dissent.

### **State Ethics Commission – Statement of Economic Interest Evaluations**

Chairman McCormick informed the Board that the following Statements of Economic Interest Evaluations have been received:

Trustees and required employees of the College receiving an evaluation of **“No actual conflict of interest or the potential for a conflict of interest”**: Ken Butcher, Scott Elliott, Bill Farrell, Kohlan Flynn, Betty Gash, Pat Jones, Teresa McCall, Ronnie Pepper, Andrew Tate, Candler Willis, Rhonda Devan, and Molly Parkhill.

Trustees receiving an evaluation of **“No actual conflict of interest, but the potential for a conflict of interest. The potential conflict indentified does not prohibit service in this position”**: Chip Gould and John McCormick.

### **Appointments – Ethics Liaison & Committee Vacancies**

Chairman McCormick made the following committee appointments to replace former Trustees Roy Neill and Marilyn Bailey.

Executive Committee – Pat Jones  
Curriculum Committee – Sandy Tallant  
Audit Committee – Teresa McCall  
President’s Evaluation Committee – Ronnie Pepper

Chairman McCormick also appointed the College Attorney, Chad Donnahue as the Board Ethics Liaison. This appointment replaces Roy Neill.

**Consideration of Local Sales Tax Increase Referendum**

President Parkhill informed the Board the College had been approached by the Henderson County Commissioners regarding the support of a local sales tax increase referendum to help with funding for the county schools and Blue Ridge Community College. Dr. Parkhill read aloud a proposed resolution in support of presenting to the voters of Henderson County the option of generating revenue from the Article 46 one-quarter cent (1/4¢) county sales and use tax for currently unfunded or underfunded education capital needs.

There was discussion on the use of the funds, the stability of revenues generated, and the percentage split between the county schools and the college. Further discussion ensued concerning the change in the wording of the resolution, which would better reflect the percentage of the proceeds that the College would be receiving. After discussion Kohlan Flynn made a motion to approve the Resolution with the additional wording of “with Blue Ridge Community College receiving at least 15% of the proceeds”. It was seconded by Andrew Tate and passed with a vote of 11- (for) and 2- (opposed). A copy of the revised resolution is attached and made a part of these minutes.

**Trustee Comments**

Chairman McCormick reminded Trustees that their Ethics Statement of Economic Interest is due before April 15. Please let Brenda Conner know when you have completed this or if you have any questions.

Chip Gould, President’s Evaluation Committee Chair, informed Trustees of the president’s evaluation process. The 2012 President’s Evaluation Form will be emailed to Board Members this week. Please complete the evaluation and send it to Brenda Conner by March 30.

Chairman McCormick reminded Board Members the next board meeting will be held on May 14, on the Henderson County Campus in the TEDC Building, Room #337.

There being no further business, the meeting was adjourned.

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Chairman

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Secretary