

Blue Ridge Community College  
Board of Trustees Meeting  
March 11, 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, March 11, 2013, at the Henderson County Campus.

The following members were present:

John McCormick	Kohlman Flynn
Dee Dee Perkins	Betty Gash
Patricia Jones	Candler Willis
Ken Butcher	Andrew Tate
Chip Gould	Krishnaveni Balakrishnan

The following members were excused:

Bill Farrell	Scott Elliott
Ronnie Pepper	Teresa McCall
Sandy Tallant	

Others attending:

Molly Parkhill	Alan Stephenson	Marcia Stoneman
Julie Thompson	Carolyn Alley	Chad Merrill
Ernest Simons	Ann Green	Lee Anna Haney
Brenda Conner	Peter Hemans	Barbara Gregory
Richard Sykes	Rob Tucker	Linda Stirk
Chad Donnahoo	Leigh Kelley, Times News	Chad Roberson, PBC & L Architects

Chairman McCormick called the meeting to order and welcomed the College Leadership Institute members present and other 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**

Chairman McCormick informed Trustees that the minutes from the January 14, 2013, regular session had been posted to the Board Web site prior to the meeting. Kohlan Flynn made a motion to approve the minutes as presented. It was seconded by Pat Jones and passed unanimously.

## **Facilities Committee**

Committee Chairman, Kohlan Flynn informed the Board that the Facilities Committee met on February 26, 2013. Committee Members were presented an update by Peter Hemans on county funds expended to date for both Henderson and Transylvania County campus projects in 2012-2013.

Dr. Flynn stated that the Committee also received a presentation from Chad Roberson, principle architect with PBC&L on three possible projects. Dr. Flynn asked Mr. Roberson to give a brief description of the three projects.

Mr. Roberson presented details on the following proposed projects:

1. *Upgrade of Current Welding Lab*  
An addition to the Spearman Building on the Henderson County campus for the Blacksmithing and Welding programs. The cost was projected to be between \$157,400-\$200,000 (not including equipment or soft costs).
2. *Retrofitting Spearman Building to accommodate the Advanced Manufacturing Center*  
*Three options were presented:*
  - A. An addition to the Spearman Building of 2,740 sq. ft., along with renovation of additional space with a total amount of 6,867 sq. ft. allocated for the project. The cost was projected to be between \$630,000-\$710,000. The Committee determined this was not enough space and would be a short-term compromise.
  - B. The purchase of an existing 12,000+ sq. ft. building, in the North end of the county, to house the Advanced Manufacturing & Brew Academy programs. Three possible sites were reviewed. The projected cost for any of these options is between \$532,000-\$732,000. (Does not include cost of renovation or purchase)
  - C. To construct a new 14,000-20,000 sq. ft. building at the Henderson County Campus or at the North end of Henderson County for the Advanced Manufacturing & Brew Academy programs. (Cost yet to be determined)
3. *Retrofitting a facility at Brevard High School for Mechatronics, Welding and CNC Machining*  
Due to limited space and adult access, it was proposed that the College use the proposed building outlined on the College's Master Facilities Plan for this purpose. This new building was originally planned for construction in 2016; however, with the growing workforce training demands in the industrial technology fields, the construction of this

facility may need to occur sooner. The projected cost for the proposed 14,000 sq. ft. building would be between \$1,932,000 - \$2,415,000.

Committee Chairman Flynn stated the following are the recommendation of the Facilities Committee:

- 1) Approval of Project #1 – addition to the Spearman Building for the upgrading of the Welding Lab as presented.
- 2) Approval to allow the college administration to perform due diligence on (*Option B & C*) of Project #2.
- 3) Approval to allow the College Administration to approach the Transylvania County Commissioners in regard to moving forward with the construction of an Industrial Technology Building at the Transylvania County Campus as outlined in the College's Master Facility Plan.

After discussion, the Board of Trustees unanimously approved all of the Facilities Committee's recommendations.

### **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.

- President Parkhill informed Trustees that a 2013 Bills of Interest to Community Colleges had been posted to the Web site for their review. Dr. Parkhill described in more detail the following bills: HB 4, which requires government agencies, including community colleges to pay into an unemployment insurance fund; HB 51, which allows for increased access to high school students to Career/Technical education courses; and HB 218, which prohibits anyone who does not have "lawful immigration status under federal law" from being admitted to or taking classes at a community college or UNC system university.
- The NCCCS and UNC general administration are currently reviewing the Comprehensive Articulation Agreement (CAA) and will be making changes to improve the transferability of community college credit to the 16 North Carolina universities.
- Blue Ridge Community College has signed an articulation agreement with Western Carolina University for the WNC Regionally Increasing Baccalaureate Nurses (RIBN) program. RIBN will dually admit and enroll students at BRCC and Western Carolina University and provide them a four-year, seamless associate to baccalaureate nursing education.
- BRCC has developed an articulation agreement with Appalachian State University in Fermentation Sciences. Students completing the prescribed course of study at BRCC will receive an Associate in Science degree and can be nominated to fill one of two guaranteed spots in this very popular program at ASU.

- Thirty-eight students registered for mini-mester courses, bringing the headcount to 2,138 for the spring 2013 term.
- One hundred Early College applications for next year were received. Students from all of the local public middle schools, Mountain Community, Immaculata, Heritage Hall, Covenant Christian, and home school students have applied. The applicants will be notified of their acceptance by March 22.
- President Parkhill commended Vice President Ernest Simons on the significant contributions that he has made in the Technology Division during his short tenure at the College. VP Simons and his team have diligently worked on a list of 28 projects, many of them directed by the state and in most cases, without additional resources. One of those projects is SharePoint, which is a product designed to manage electronic documents and collaborate efforts within organizations for improving efficiencies and provide better customer service.

A question arose concerning the status on the search for a Vice President for Finance and Operations. President Parkhill responded that the search committee interviewed five candidates and only one candidate was recommended for a second interview. This candidate subsequently removed her name from consideration. Therefore, we have re-opened the search for this position. Dr. Parkhill stated that she meets weekly with the Finance Office staff and operations are flowing smoothly.

President Parkhill informed the Board that she had approved the following requests for use of alcohol at special events at BRCC:

- Great Smoky Mountain Region-AACA, SE Division Tour Banquet, August 21, 2013
- Four Seasons Rotary Club, Rotary & Hendersonville Symphony concert, March 2, 2013 and April 6, 2013

### **Financial Report**

Carolyn Alley, Director of Administrative Services, reviewed the College's Financial Report of State and County Funds as of February 28, 2013, 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 an additional final distribution, in the amount of \$3,950 (unrestricted), has been received from the Estate of Charles T. Larus. The Foundation has also been notified of a distribution (approximately \$16,000) to come from the Estate of Jacquelyn L. Marks to be used exclusively for the needs of the Music Program.

Ms. Green stated fundraising efforts from both the 4th annual Daniel Furr Memorial Golf Tournament and the 25th annual Connestee Falls Student Scholarship Program (golf, tennis, and pickle ball tournaments) have raised the most ever. A \$10,500 contribution to the J. Daniel Furr Memorial Scholarship fund and a \$13,500 donation to the Connestee Falls Student Scholarship Program fund were received for 2013-2014 scholarship awards.

Ms. Green informed the Board that Eleanora Meloun made a \$15,000 contribution to the Charles J. and Eleanora W. Meloun Scholarship Endowment Fund. The Meloun Scholarship is awarded with preference to a student enrolled in an engineering or computer curriculum. When no qualified students in those majors apply, the award may then go to a student in another program of study. The Foundation has also received a new annual scholarship from Womansong, Asheville's oldest and largest women's community chorus, which has started a new \$1,200 annual scholarship for the 2013-2014 academic year. This scholarship is awarded to a full-time, female student age 25 or older, with a financial need, who is a resident of Western North Carolina. Preference will be given to students from Henderson and Transylvania Counties.

The Foundation has received an in-kind gift from the Henderson County Board of Commissioners of a law enforcement "wrecked" vehicle (2008 Dodge Charger), valued at \$4,500, to the College Law Enforcement Program. This is at the request of the Henderson County Sheriff's Office.

Ms. Green stated that in response to a nomination by former students, the Foundation recently received notification from the Institute of International Education that Claire Barnett and Gayle Snyder were selected to receive a 2011 and 2012 GE Star Award, respectively. The Foundation has received \$1,000 (\$500 in each of their names) and they have chosen to apply these awards to the 2013-2014 General Scholarship and the 2013-2014 Dr. Harvey J. Goehring, Jr., Memorial Scholarship funds.

The Foundation has invited Vice President and Chief Medical Strategist for Prudential Individual Life Insurance Dr. Robert Pokorski and The Van Winkle Law Firm Attorney Caroline Knox (a North Carolina elder law specialist) to provide a professional development opportunity for professional advisors at BRCC on Thursday, March 21. Dr. Pokorski will focus on the *Non-Financial Risks That Can Threaten Retirement Security* and Caroline's presentation will be on *Effective Planning for Incapacity and Long-Term Care*.

### **Student Government Association Report**

SGA President, Krishnaveni Balakrishnan, reported the SGA Valentine's Day party held on February 14, at the Henderson County Campus was very successful with several clubs collaborating on this event. The Transylvania County campus also held a Valentine's Day event with free cupcakes and roses for sale. The American Red Cross Blood Drive was held in the TEDC Conference Hall on February 21 from 9:00 a.m. to 2:30 p.m. BRCC students are currently signing up to volunteer at the next Habitat build, which will be on March 16.

SGA representatives from both the Henderson and Transylvania County campuses will be attending the 2013 N4CSGA Conference in Durham, NC from April 5-7.

Upcoming SGA events include the SGA Awards Ceremony to be held on April 11 at 6 p.m. in the TEDC Conference Hall and the Spring Picnic will be on April 25.

## **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. Chip Gould made a motion to approve the list as presented. Dee Dee Perkins seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

## **Approval of Continuing Education Internal Audit Plan**

President Parkhill informed Board Members that a copy of the Internal Audit Plan for the Continuing Education Department was posted to the Web site for their review. President Parkhill described the changes made to the Audit Plan and addressed all questions. Betty Gash made a motion to approve the Continuing Education Internal Audit Plan as presented. It was seconded by Ken Butcher and passed without dissent. A copy of the Internal Audit Plan is attached and made a part of these minutes.

## **Approval of Revision to 2013-2014 Academic Calendar**

President Parkhill informed Trustees that in order to be consistent with the Henderson County Public School calendar, a revision to the 2013-2014 Academic Calendar was necessary. This change will align the dates for spring break which will allow Early College students to not miss classes. After discussion, Ken Butcher made a motion to approve the revision to the 2013-2014 Academic Calendar as presented. It was seconded by Kohlan Flynn and passed unanimously. A copy of the 2013-2014 Academic Calendar is attached and made a part of these minutes.

## **Approval of 2013-2014 Specific Fees and Live Projects**

President Parkhill stated that the College's Specific Fees is reviewed and approved by the Trustees annually. Dr. Parkhill reviewed the changes to the 2013-2014 Specific Fees and Live Projects and addressed all questions. After discussion, Ken Butcher made a motion to approve the specific fees as presented. It was seconded by Dee Dee Perkins and passed unanimously. A copy of the 2013-2014 Specific Fees and Live Projects is attached and made a part of these minutes.

## **Review of Financial Statement Audit for FY 2012**

President Parkhill informed Trustees that an official copy of the Financial Statement Audit for Fiscal Year 2012 was included in their board packets. Dr. Parkhill stated that the Office of the State Auditor had completed the financial statement audit for the year ended June 30, 2012, with no deficiencies in internal control over financial reporting that are considered to be material weaknesses in relation to the audit scope or any instances of noncompliance or other matters that

are required to be reported under Government Auditing Standards. President Parkhill commended the Finance Office staff for their hard work and diligent efforts in achieving a clean audit.

**State Ethics Commission – Statement of Economic Interest Evaluation**

Chairman McCormick read aloud the following Statement of Economic Interest Evaluations.

The following Trustee evaluation did not find an actual conflict of interest or the potential for a conflict of interest: Dee Dee Perkins

**Other Comments**

Chip Gould informed Trustees that a Presidential Evaluation form was included in board folders. Mr. Gould stated that the President’s Evaluation Committee will meet on April 9, and ask that board members return completed evaluation forms to Brenda Conner by March 24.

Kohlan Flynn informed the Board that a joint meeting between representatives of the Board of Trustees’ Facilities Committee and the Henderson County Commissioners Facilities Committee is scheduled for March 27, at 9 a.m. Chairman John McCormick and Vice-Chairman Kohlan Flynn will be representing the College at this meeting.

There being no further business, the meeting was adjourned.

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Chairman

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Secretary