

Blue Ridge Community College  
Board of Trustees Meeting  
May 9, 2011 – 5 p.m.  
Henderson County Campus

The Board of Trustees of Blue Ridge Community College met at 5 p.m. on Monday, May 9, 2011, at the Henderson County Campus.

The following members were present:

Kohlan Flynn	Marilyn Bailey
Scott Elliott	Andrew Tate
Chip Gould	Patricia Jones
Ken Butcher	Roy Neill
Kelly Drake	Candler Willis

The following members were excused:

John McCormick, Jr.	Teresa McCall
Bill Farrell	Betty Gash
Ronnie Pepper	

Others attending:

Molly Parkhill	Rhonda Devan	Peter Hemans
David Hutto	Ann Green	Brenda Conner
Alan Stephenson	Chad Merrill	Lee Anna Haney
Julie Thompson	Chad Donnahoo, College Attorney	
Rachel Brackett, 2011-12 SGA President		

In the absence of the Board Chair, Vice-Chairman, Kohlan Flynn called the meeting to order and welcomed Board Members and guests.

**Ethics Statement**

Vice-Chairman Flynn 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.

Vice-Chairman Flynn informed Trustees that a revised agenda was included in their folders. Approval items will be presented first on the agenda for this meeting.

### **Minutes Approval**

Ken Butcher made a motion to approve the March 14, 2011 regular meeting minutes. It was seconded by Marilyn Bailey and passed unanimously.

### **President's Evaluation Committee**

Committee Chair, Chip Gould informed Trustees that in accordance with the North Carolina Administrative Code Section 23NCAC 02C.0209, the Board was sent an evaluation form to rate President Parkhill's performance for the preceding twelve months. The completed evaluation forms were summarized for the President's Evaluation Committee to review. The committee then conducted a formal interview with President Parkhill on April 26. All Board Members were invited to attend this interview. The Board determined that in all the areas evaluation the President's performance was above average to outstanding. A letter will be sent to the Chair of the State Board of Community Colleges and the North Carolina Community College President.

### **Finance & Facilities Committee**

President Parkhill gave the following committee report in the absence of the Committee Chair, Teresa McCall:

The Finance & Facilities Committees met jointly on April 19<sup>th</sup>. The Committee reviewed the status report as of March 31, 2011 for state and county funds. A list of proposed changes to the current Specific and Live Project Fees was presented to the committee for approval. The proposed new or increased fees would help cover the cost of consumables used in various courses, testing of nursing applicants as part of the screening process, and request for official transcripts. The proposed fee schedule was recommended by both committees. The recommendation was approved unanimously.

President Parkhill provided an update on the State budget process and presented a tracking sheet identifying expansion and/or reduction in State aid to colleges. The House budget was approved last week and includes a special provision for 2011-13 that would allow the use of equipment budgets for construction, repairs and renovations and new construction. Also included was a proposed reduction of one institutional support position per college. Other special provisions approved multi-campus funding and allowed colleges to hire external accounting firms to perform financial audits every two years. President Parkhill emphasized that overall funding of the colleges will decrease, despite the proposed increase in tuition rates.

Rhonda Devan reviewed the budget planning framework and three step process. Ms. Devan presented in detail the 2011-2012 Preliminary Budget and addressed all questions. The preliminary budget was recommended for approval by both committees. The recommendation was approved unanimously.

## **Curriculum Committee**

Committee Chair, Marilyn Bailey stated the Curriculum Committee met on March 23. The committee received an update from Vice-President Alan Stephenson on the six programs that were approved by the Board and started Fall 2008, which included information on enrollment and graduation data for each of the programs.

Ms. Bailey informed the Board that the Emergency Medical Science associate degree program has been approved by the State Board of Community Colleges and the Alternative Fuels option under the Automotive Systems Technology program will also begin this Fall.

Ms. Bailey stated that Dr. Stephenson reported to the Committee that over the past year, a number of programs have undergone a detailed review in accordance with the College's Policies and Procedures. As a result of this review process, the Business Administration E-Commerce program (A25121) has been recommended to be placed on an inactive status for a period not to exceed two years. The program has struggled over the past five years to maintain an adequate number of students and graduates which makes this program uneconomical to maintain. During this inactive period, no new students will be allowed to enter the program. Students currently enrolled in the program will meet with a faculty advisor to determine completion plans or alternative courses of action. Ms. Bailey informed Trustees that the Curriculum Committee recommends the approval of placing the Business Administration E-Commerce program on inactive status for a period not to exceed two years. The recommendation was approved unanimously.

## **Ad Hoc Audit Committee**

Rhonda Devan gave the following committee report in the absence of the Committee Chair, Bill Farrell:

Ms. Devan stated the Ad Hoc Audit Committee met on May 2 to review year-end close expectations and time line in preparation for the Financial Statement Audit for the fiscal year ending June 2011 by the Office of the State Controller. Ms. Devan discussed details of the new reorganization and duties within the Finance and Operations Department which was presented to the committee. This new structure will help to clear up the previous audit findings.

Ms. Devan also reviewed the Process Redesign Project which will help to facilitate the flow of high level information and process of documents. It will also clearly identify new roles and responsibilities with updated job descriptions.

Ms. Devan discussed the security access matrix which along with the reorganization and segregation of duties will address the security issues in the audit findings. A year-end closing time line and deadlines were summarized. The goal is to have the year-end completed by July 31<sup>st</sup> and submit reports to the system office in August. Ms. Devan addressed all questions.

### **Nominating Committee**

In the absence of Ronnie Pepper, Nominating Committee Chair, Dr. Flynn informed Board Members that a nomination form was posted to the Board Web site and also included in their board folders. The Nominating Committee will meet on June 14; members were asked to forward complete forms to Brenda Conner by June 3.

### **Old Business**

No old business.

### **Approval of New Employees**

Vice-Chairman Flynn stated that an updated listing of new full-time and part-time permanent employees was included in their folders. President Parkhill reviewed the listing of new employees with details on education and work experience. Roy Neill made a motion to approve the list as presented. Chip Gould seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

### **Approval of Reemployment Contracts**

Vice-Chairman Flynn requested approval of the Reemployment Contracts for July 1, 2011 – June 30, 2012. A listing of employees for reemployment was posted to the Trustee web site prior to the meeting. Marilyn Bailey made a motion to approve the reemployment contracts as presented. The motion was seconded by Pat Jones and passed unanimously. A copy of the Reemployment Contracts listing is attached and made a part of these minutes.

### **Approval of President's Employment Contract**

Vice-Chairman Flynn requested approval to renew President Parkhill's employment contract with no changes to be effective from July 1, 2011 through June 30, 2013. There being no discussion, Roy Neill made a motion to approve President Parkhill's employment contract for a term to begin on July 1, 2011 and remain in effect until June 30, 2013. It was seconded by Marilyn Bailey and passed unanimously.

### **Approval of Huskins Cooperative High School Agreements**

President Parkhill informed Trustees that a copy of the Huskins Cooperative Program Agreements for Henderson and Transylvania Counties was posted to the Board Web site for review prior to the meeting. President Parkhill reviewed the details of the agreements and addressed all questions. Ken Butcher made a motion to approve the Huskins Agreements as presented. It was seconded by Roy Neill and passed without dissent.

## **Approval of Level II & III Instructional Service Agreements**

President Parkhill reviewed with Trustees the Level II & III Instructional Service Agreements with Southeastern Community College and addressed all questions. Chip Gould made a motion to approve the service agreements as presented. It was seconded by Marilyn Bailey and passed without dissent.

## **Review of Mountain Area Workforce Audit Report**

President Parkhill informed Board Members that a copy of the Mountain Area Workforce Development Board Audit was posted to the Trustee web site prior to the meeting. The audit which reviewed WIA funds for the year ended June 30, 2010, showed no findings or exceptions.

## **Evaluation of Board Effectiveness**

Vice- Chairman Flynn asked Board Members to complete and return the “Evaluation of Effectiveness” form included in their folders to Brenda Conner by the first of June. This is a self-evaluation of their role as Trustees of the College. A copy of the “Evaluation of Effectiveness” form is attached and made a part of these minutes.

## **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 briefly described the changes to the update College Organizational Chart which was posted to the Board Web site.

President Parkhill highlighted upcoming events included in the Calendar of Events which was included in Board folders.

President Parkhill stated an email was recently sent to Board Members in regard to Senate Bill 74, Community Colleges/Opt Out of Federal Loan Program. This Bill was passed by the house and senate; however the Governor vetoed it. Blue Ridge Community College has participated in the Federal Family Education Loan Program (FFELP) as far back as 1988. As of 2010-11, BRCC began participating in Direct Loans. The College plans to continue its participation in the Federal Loan Program however we do not encourage this as a primary option for student financial aid. Blue Ridge students are first encouraged to apply for Federal Pell Grants as well as scholarships offered through the Blue Ridge Community College Educational Foundation. Currently, number of Blue Ridge students who received Pell for Fall 2010 and/or Spring 2011 is nearly 1,200. In addition, BRCC Educational Foundation provided more than \$212,000 in scholarships.

President Parkhill informed Trustees in 2009-2010 approximately 15,300 community college students received \$15.9 million in Education Lottery Scholarships (ELS) and 58% of those students

were independent students, which are typically non-traditional, working adult students. If funding is not restored, community college students would not be able to access any Education Lottery funds for the first time since the lottery's inception. While ELS provides scholarships, it is not sector specific. Aid is awarded to students in 2-year and 4-year, public and private institutions of higher education. The ELS program provides about half of the State-supported need-based aid to community college students.

The Senate Education targets proposed cutting of 12% to community colleges. We will be asking the Senate to limit cuts to community colleges to no more than 10%.

President Parkhill informed Trustees that the College's Educational Foundation has been named in a law suit. The suit should have named the Blue Ridge Community College not the Foundation. This is in reference to an incident that occurred between two students in 2008. The attorney for the college's insurance company is handling the civil case. President Parkhill stated that she would keep the Board informed on this matter.

### **Financial Review**

Vice President for Finance & Operations, Rhonda Devan distributed and discussed the College's Report of State and County Funds as of March 31, 2011, and summarized budget transfers. A copy of the report is attached and made a part of these minutes. Ms. Devan also gave a brief update on the status of the Repair & Renovations Project and the current capital projects for both Henderson and Transylvania County Campuses.

### **Educational Foundation Report**

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

- Eleanora Meloun has made a gift of \$15,000 from the Charles and Eleanora Meloun Charitable Fund. Ms. Meloun has earmarked \$1,000 for the 2011-2012 GED Graduates Scholarship and \$14,000 for the 2011-2012 Charles J. and Eleanor W. Meloun Scholarship.
- Ray and Judith McKenzie-Wilson have added \$20,000 to their already established scholarship endowment fund and have gifted an additional \$1,000 to support the Baja SAE team competition car project.
- Margaret R. Pardee Hospital Auxiliary has pledged \$6,000 for curriculum scholarships and \$4,000 for continuing education scholarships in 2011-2012.
- A long-time anonymous donor has gifted \$89,841; \$3,256 for 2011-2012 scholarships, \$12,585 disbursed to already established scholarship endowment funds, and \$44,000 to the already established Pay It Forward Endowed Chair Fund. The donor has earmarked the remaining \$30,000 for the establishment of the Justin and Eula Mae Roper Memorial Scholarship Endowment Fund. The purpose of the Fund is to provide scholarship support for students, with a preference given to freshmen enrolled in a two-year program at Blue Ridge

Community College, who maintained a yearly 3.0 grade point average in high school, and who demonstrate a financial need. The recipients must maintain a 3.0 grade point average while at Blue Ridge Community College. This scholarship may be renewable for a second year.

- Blue Ridge Center for Lifelong Learning has designated their gift of \$4,000 to provide 2011-2012 scholarships for students in continuing education programs.
- Pepsi-Cola Bottling Company has contributed \$3,000 for student competitions.

Ms. Green informed the Board a new Foundation scholarship has been established, the English Family Excellence in Automotive Systems Technology Scholarship. This scholarship will be awarded to an Automotive Systems Technology student with preference given to a student with a 3.0 grade point average or better beginning their second year of the associate degree program. This award is for scholarship support including tuition and fees, books, and/or tools.

The Hendersonville Board of Realtors has announced that the organization is establishing an annual scholarship in memory of Vanessa Mintz. The Foundation is expecting a \$2,000 scholarship for the 2011-2012 academic year.

Ms. Green also announced that public support and revenues totaled \$1,861,646.98 for the period of July 1 through March 31, 2011, with Foundation assets totaling \$9,012,832.09.

### **Student Government Association Report**

Kelly Drake, Student Government Association President introduced the new 2011-2012 SGA President, Rachel Brackett and reported on the following SGA activities:

SGA hosted the second annual Habitat for Humanity Building on March 19<sup>th</sup>. There were 25 volunteers for the event and 150 volunteer hours were completed that day. This was a well organized event and a great experience for BRCC students to help our local community. Students are interested in participating in Habitat Builds more than one time a year. Chick-fil-a donated food for the event.

The SGA held fund raising events for the American Red Cross Heroes Campaign. An event was held on March 23<sup>rd</sup> that gave students the opportunity to throw pies at David Davis, the Dean for Arts and Sciences, and April Killough, our Student Activities Coordinator. The Times News covered this fun event with pictures and an article. SGA also hosted a 5-K Run in Jackson Park on March 26<sup>th</sup>. The BRCC bookstore and the cafeteria also sold \$1 donation cards for the campaign. These efforts resulted in a BRCC contribution to the Heroes Campaign of \$1,120.

The SGA Awards Ceremony was held on April 7<sup>th</sup> in the Bo Thomas Auditorium. The event was well attended with an estimated 400 participating. Allen Powell, Executive Director and Co-Founder of The National Technical Honor Society, attended the ceremony and led the oath for

the new members of NTHS. Because the event was so well attended, we might need to consider moving the ceremony to the TEDC Conference Hall.

On April 28th, the SGA held the annual Spring Picnic which was catered by Chick-Fil-A. Inflatable activities and novelty stands were provided by the Yes Event Source Company. Elections were also held at the Spring Picnic. The new officers that were voted in were:

Rachel Brackett-President  
Jesse White-Vice President  
Wesley Johnson-Secretary  
Jonathan Lynch-Treasurer  
Nick Troidl-Public Relations  
Mario Folston-Parliamentarian

The Student Government Association held its last student wide meeting of the school-year on May 5th. At the meeting, there was discussion on how to increase student participation and it was concluded that a barrier to student participation was a difficulty in advertising student events. Students have reported that student event flyers are often unnoticed on the bulletin boards. The recommendation of the group was that some sort of outdoor structure be erected (one for each side of campus) which would be a place for the Student Government to communicate with the student body.

Vice-Chair Flynn thanked Kelly for her excellent job as SGA President and service on the Board.

### **Economic Impact**

Chad Merrill, Chief Institutional Advancement Officer/Assistant to the President, gave Trustees a brief overview of the socioeconomic impact study which was conducted by Economic Modeling Specialists, Inc. (EMSI). Dr. Merrill stated that Blue Ridge plays a significant role in the local economy and is a sound investment from multiple perspectives. Students benefit from improved lifestyles and increased earnings. Taxpayers benefit from a larger economy and lower social costs. The community as a whole benefits from increased job and investment opportunities, higher business revenues, greater availability of public funds, and an eased tax burden.

Dr. Merrill presented the following student, social and taxpayer statistics

- Taxpayers see a rate of return of 7.3% on their investment in BRCC
- Students enjoy a 24.7% return on their investments of time and money
- The BRCC service region sees more than \$13 million in net added income each year due to payroll and operations spending
- Altogether, annual added income from activities of BRCC and its former students, actively in the local workforce, is \$87.2 million

The College's Public Information Office will be working on a marketing plan to share this information with the community and county commissioners.

**Trustee Comments**

Vice-Chair Flynn reminded Board Members of the following:

- The next board meeting is scheduled for July 11, 2011 at 5 p.m. on the Henderson County Campus, TEDC Building, Room #337.
- Board Members need to complete and return their Nomination and Board Evaluation forms

President Parkhill announced that Dr. Kohlan Flynn was recently inducted to the Henderson County Educational Foundation Hall of Fame.

There being no further business, the meeting was adjourned.

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Chairman

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Secretary