

Blue Ridge Community College
Board of Trustees Meeting
May 14, 2012 – 5 p.m.
Henderson County Campus

The Board of Trustees of Blue Ridge Community College met at 5 p.m. on Monday, May 14, 2012, at the Henderson County Campus.

The following members were present:

John McCormick	Kohlan Flynn
Andrew Tate	Ronnie Pepper
Chip Gould	Patricia Jones
Ken Butcher	Sandy Tallant
Candler Willis	Bill Farrell
Betty Gash	

The following members were excused:

Teresa McCall	Margaret Harris
Scott Elliott	

Others attending:

Molly Parkhill	Rhonda Devan	Alan Stephenson
Alice Crisp	Marcia Stoneman	Julie Thompson
Chad Merrill	Ann Green	Lee Anna Haney
Brenda Conner	Peter Heman	
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

Ken Butcher made a motion to approve the March 12, 2012 regular meeting and retreat minutes, and the April 30, 2012 Special Call meeting minutes. It was seconded by Bill Farrell and passed unanimously.

Ad Hoc Audit Committee

Committee Chair, Bill Farrell, informed the Trustees the Ad Hoc Audit Committee was originally formed in response to the 2009 Audit Report. The Committee met on May 7th and was presented the Financial Statement Audit Report for the year ended June 30, 2011, by the State Auditor, Beth Wood and the Assistant State Audit Manager, Donna Allen. Mr. Farrell stated an Audit Trends graph was included in board folders for their review. Rhonda Devan gave a brief update on the Audit Trends and improvements that have been implemented since the 2009 audit.

President Parkhill informed the Board the College has submitted a request to the State Auditor's Office to conduct a financial audit next year. The College is not required to have another audit until 2013; however, we feel this would be beneficial to the new accounting staff. The State Auditor's Office has agreed to conduct the audit next year. Dr. Parkhill also stated that the College will be hiring an accounting firm, which has experience in working with governmental audits, to review our financial statements prior to the next financial audit.

Rhonda Devan gave a brief overview of the EAGLE (Internal Control) Program which is required by the State Controllers Office and identifies and accesses risk areas. Ms Devan described in detail a schedule to completion summary on the EAGLE Program. Rhonda also stated that the EAGLE Committee will be conducting walk-through and test work within the next couple of months. The EAGLE Committee is on tract to meet our July 1st deadline.

Chairman McCormick commended the Business Office staff on their hard work and dedication which has lead to newly implemented procedures and improvements in the College's business office.

Finance Committee

In the absence of the Committee Chair, Teresa McCall, Chairman McCormick asked Rhonda Devan to present the Finance Committee report to the Board.

Rhonda Devan informed Trustees that the Board is required to review and approve the College's Specific Fees annually. Ms. Devan reviewed in detail the recommended fee changes for Chemistry Lab, EMS Liability Insurance, and placement testing. All questions were addressed. Chairman McCormick stated the Committee recommends approval of the 2012-2013 Specific Fees and Live Projects as presented. The recommendation passed unanimously.

Rhonda Devan reviewed in detail the College's Student Accounts Receivable Write-Offs and Collections. Ms. Devan informed the Board that the College is requesting the approval to write-off

those receivables in arrears by more than 365 days old as of April 30, 2012 –in an amount not to exceed \$98,142.37 (excluding loans), and in an amount not to exceed \$110,004.48 for (student loans). All questions were addressed.

Chairman McCormick stated the Committee recommends approval of the Student Accounts Receivable Write-Offs and Collections as presented. The recommendation 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 May 3. All Board Members were invited to attend this interview. The Board determined that in all the areas evaluated 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 acknowledging completion of this requirement.

Chairman McCormick commended President Parkhill, faculty, and staff on their good work and efforts in creating good-will with the community.

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.

- The IEP – Recognizing Results document was posted to the Board Web site for review. This document highlights the College's accomplishments and objectives met from the 2011-12 program and unit action plans. The IEP for 2012-13 academic year will be presented to the Board at the July meeting.
- The AACC report "Reclaiming the American Dream – Community Colleges and the Nation's Future" will be posted to the Board Web site. Dr. Parkhill encouraged Trustees to read this important document.
- President Parkhill also encouraged Board Members to review the document which focuses on recommendations for new performance measures and revisions to performance funding "Measuring Students Progress and Success". The document will be posted to the Board Web site. Dr. Parkhill stated this report was presented to Joint Legislative Education Oversight Committee and was received positively. President Parkhill informed Trustee that Senator Apodaca serves on this oversight committee and the College will continue dialogue with the Senator and other legislators.
- President Parkhill informed Trustees that she and Chad Merrill will be traveling along with some of the Henderson, Buncombe, Haywood, and Transylvania County Chamber members to Raleigh for a Legislative Visit next week. The trip will include individual appointments

with local delegates and will provide an opportunity to discuss special provisions and budget priorities.

- The Summer Term four-day work week will begin on Monday, May 21, and end on Thursday, July 19. All College offices will be open for customer service from 7:30 a.m. to 5:30 p.m., Monday through Thursday. Employees are required to work a 10-hour day which includes a 30-minute lunch.
- The Emergency Medical Technician-Paramedic Program has received accreditation by the Commission on Accreditation of Allied Health Education Programs.
- The College administration met with the energy manager from the Department of Energy to review the BRCC draft energy audit report that identified behavioral opportunities the College can explore to reduce energy costs in the future. The College Sustainability Committee will be reviewing the final report and providing recommendations on an energy plan to implement within the next 4-5 years. A copy of the energy plan will be posted to the Board Web site for review.
- The College has secured services with HigherOne for our Student Refund Debit Cards services and Consolidated Waste for our trash removal services. The College was able to secure a competitive service contracts with these companies as a result of collaborations with other community colleges and the Henderson County Public School System.
- President Parkhill thanked all Trustees who were able to attend graduation. We had 154 graduates to complete their degrees, diplomas, or certificates. This was also a special graduation as the first Early College graduate, Bethany Cook, received her high school diploma and Associates Degree.
- President Parkhill informed the Board she had approved the Request for Use of Alcohol at Special Events for the Henderson County Chamber's Legislative Reception that was held on April 13, 2012.

Financial Review

Vice President for Finance & Operations, Rhonda Devan reviewed the College's Financial Report of State and County Funds as of April 24, 2012. A copy of the report is attached and made a part of these minutes. Ms. Devan also presented an update on the College's investment funds, which are invested in short term accounts with the State Treasurer and can be withdrawn if needed.

Educational Foundation Report

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

Hendersonville native, now software developer, journalist, and author living and working in Australia, David McAmis has established the Joseph H. and Barbara T. Meliski Scholarship Endowment Fund (\$10,000) to honor and thank the Meliskis for putting him through his last two years of college. In addition to the initial gift, David plans to direct a portion of his royalties from the computer books he has written to further fund the scholarship.

Anonymous donor gifted \$50,000: annual scholarships (\$2,810), Justin and Eula Mae

Roper Memorial Scholarship Endowment Fund (\$2,000), a new Roper Scholarship Endowment Fund (\$32,000), and \$13,190 to award the Pay It Forward Endowed Chair Fund in 2012-2013.

Ray and Judith McKenzie-Wilson have added an additional \$20,000 to their established scholarship endowment fund.

AAUW Brevard has pledged \$7,500 with \$4,500 being awarded as 2012-2013 scholarships and \$3,000 contributed for their scholarship endowment fund.

Park Ridge Health made an in-kind donation of a Reeves Hospital Response Decontamination System (valued at \$17,040) to the College Emergency Medical Science and Fire and Rescue Programs.

Ms. Green informed the Board that the Foundation provided more than 253 curriculum scholarships totaling \$261,185.16 to be awarded for the academic year 2012-2013. In addition, the Foundation provided \$3,000 to award three \$1,000 scholarships for Blue Ridge Community College students continuing their education at a four-year institution.

Ms. Green stated the Foundation has invited community donors to an Appreciation Breakfast to be held on Thursday, May 17. The event will be held at 7:45 a.m. in the Blue Ridge Conference Hall. All Trustees should have received an invitation and were encouraged to attend.

Student Government Association Report

No report for this meeting.

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. Kohlan Flynn 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

Chairman McCormick requested approval of the Reemployment Contracts for July 1, 2012 – June 30, 2013. A listing of employees for reemployment was posted to the Trustee web site prior to the meeting. Bill Farrell made a motion to approve the reemployment contracts as presented. The

motion was seconded by Betty Gash and passed unanimously. A copy of the Reemployment Contracts listing is attached and made a part of these minutes.

Approval of Educational Leave

President Parkhill requested approval for extended educational leave for Brenda Blackburn, Early Childhood faculty member. Dr. Parkhill reviewed the College's Educational Leave policy and Ms. Blackburn's tentative itinerary for her trip to South Africa. President Parkhill stated the trip will provide a good cultural experience and opportunity to visit other schools focusing on early childhood development. Upon return, Ms. Blackburn will provide a report to present to the Faculty Council as well as her students. Ms. Blackburn's class will be covered by Kathy Allen, Lead Early Childhood faculty member. A letter of endorsement from Ms. Allen was posted on the Board Web site for Trustees to review. All questions were addressed. Andrew Tate made a motion to approve the Educational Leave for Brenda Blackburn as presented. It was seconded by Kohlan Flynn and passed without dissent.

Review of State Program Audit

President Parkhill informed the Board that the College has received the State Program Audit for fiscal year 2011-2012, which was posted to the Board Web site prior to this meeting. Dr. Parkhill reviewed in detail the two areas of concern which were noted in the audit and informed the Board these areas of concern have now been corrected.

Review of Mountain Area Workforce Audit Report

President Parkhill informed Board Members that copies of the Mountain Area Workforce Development Board Audits were posted to the Trustee web site prior to the meeting. The audits which reviewed WIA funds for the year ended June 30, 2011, Adult and Dislocated Worker Programs, and the Henderson County JobLink Center showed no findings or exceptions. Dr. Parkhill commended the JobLink Career Center and business office staff for their accurate record keeping.

Report on the NCACCT Law Seminar

Pat Jones, Ken Butcher, Candler Willis and Chad Donnahue each gave a brief update on the sessions that they attended at the NCACCT Law Seminar. All questions were addressed.

Evaluation of Board Effectiveness

Chairman McCormick 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.

Executive Session

Kohlman Flynn made a motion that the Trustees go into executive session for the purpose of discussing confidential matters related to Minnie Auldredge vs Blue Ridge Community College Educational Foundation, et al. pursuant to NCGS Section 142-318.11 (a)(1) and (a)(3), and pursuant to the Family Educational Rights and Privacy Act and to preserve the attorney-client privilege. It was seconded by Chip Gould and passed unanimously.

Trustee Comments

Upon reconvening, Chairman McCormick asked if there were any Trustee comments.

Ronnie Pepper, Nominating Committee Chair, informed Board Members that a nomination form was posted to the Board Web site and also included in their board folders. Mr. Pepper stated that the Nominating Committee will meet in June, and asked members to forward complete forms to Brenda Conner by the first of June.

Chairman McCormick thanked Trustees for their support and continued dedication to the College and the Board.

There being no further business, the meeting was adjourned.

Chairman

Secretary