

Blue Ridge Community College  
Board of Trustees Meeting  
November 11, 2013, 5:00 p.m.  
Transylvania County Campus

The Board of Trustees of Blue Ridge Community College met at 5:00 p.m. on Monday, November 11, 2013, at the Transylvania County Campus.

The following members were present:

John McCormick	Chip Gould
Betty Gash	Bill Ramsey
Ken Butcher	Patricia Jones
Dee Dee Perkins	Scott Elliott
Sandy Tallant	Andrew Tate
Stan Cooper	Subash Magar

The following members were excused:

Duke Woodhull  
Kohlan Flynn

Others attending:

Molly Parkhill	Alan Stephenson	Marcia Stoneman
Ernest Simons	Antonia Berbrick	Julie Thompson
Chad Merrill	Ann Green	Lee Anna Haney
Brenda Conner	Glenda McCarson	Chad Donnahoo
Grayson Compton, TCC/SGA		

Chairman McCormick called the meeting to order and welcomed members present 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?

Chip Gould stated that he would have a conflict regarding the agenda item under *New Business – “Approval of Contractor for Transylvania County Campus-Common Area Building”*. Therefore, he will recuse himself from voting on this matter.

### **Oath of Office**

Chairman McCormick informed the Board that Stan Cooper has received his oath of office from the Henderson County Clerk of Court’s Office. A signed copy of the "Oath of Office for Board of Trustees" is attached and made a part of these minutes.

### **Minutes Approval**

Chairman McCormick informed Trustees that the minutes from the September 9, 2013, regular session had been posted to the Board Web site prior to the meeting and the September 9, 2013 Executive Session minutes are included in Trustee folders for review. Betty Gash made a motion to approve both the regular and executive session minutes as presented. It was seconded by Dee Dee Perkins and passed unanimously.

### **Finance & Investment Committee**

Chairman McCormick stated the Finance & Investment Committee met on October 22 and asked Toni Berbrick, Vice President of Finance and Operations to review the financial statements and EAGLE items with trustees.

Ms. Berbrick presented in detail the unaudited Financial Statements for the fiscal year ended June 30, 2013 and the 1<sup>st</sup> quarter financial update and addressed all questions. President Parkhill informed the Board, of the changes to the 1<sup>st</sup> quarter financials was due to additional grant allocations which were received after the budget was approved.

Ms. Berbrick reviewed the purpose and overview of the EAGLE, which establishes internal controls and increases fiscal accountability. Ms. Berbrick presented details on the 20 significant processes that were tested during fiscal year 2013 and reviewed the one finding, which involved the Employee Termination process. Ms. Berbrick reviewed the testing process used and identified the controls that are now established to address this risk. A report on this internal audit has been submitted to the Office of the State Controller. All questions were addressed.

Chairman McCormick presented the Finance & Investment Committee’s amendment to the 2013-2014 Budget Resolution. The recommended amendment authorizes the president to transfer moneys from one appropriation to another within the same fund, subject to any limitations established by regulations by the Board of Trustees or State for federal laws or regulations. President Parkhill stated this is normally part of the annual budget that is presented to the Board for approval; however it was inadvertently left off of this year’s budget document. President Parkhill described in detail the transfer process and stated that any such transfers shall be reported to the Board of Trustees at its next regular meeting. All questions were addressed. The Committee

recommendation to approve the 2013-14 Budget Resolution amendment was unanimously approved as presented.

Chairman McCormick gave a brief overview of the history of the Roughgarden Trust Fund and stated that at the September board meeting it was suggested to establish a standard interest rate benchmark for loans through this fund that would allow the interest rate on loans to remain fair and equitable. After research the College administration recommended that the Roughgarden Fund be set to match the published rate for Federal Perkins Loans versus the instability of the rates on Direct Loans which are subject to fees. The Federal Perkins Loan is fixed at 5%, which is the current interest rate of the Roughgarden Fund. All questions were addressed. The Committee recommendation to approve setting the interest rate on loans from the George C. Roughgarden Student Loan Fund to correspond with the published rate for student loans under the Federal Perkins Loan program was approved without dissent.

Chairman McCormick also stated at the request of the Board the College attorney conducted research into the possibility of moving the Roughgarden Trust administration duties to the Blue Ridge Educational Foundation. Chad Donnahoo, College Attorney stated that legally the College can move this Trust from the Board of Trustee as administrator to the Educational Foundation. Mr. Donnahoo presented details on the process involved and the approximate cost of \$3,000 to \$5,000 in legal fees. All questions were addressed. Ken Butcher made a motion to approve the College Attorney to proceed with the transfer of the administration of the Roughgarden Trust to the Educational Foundation. It was seconded by Scott Elliott and passed unanimously.

Chairman McCormick stated that the Finance & Investment Committee requests the approval to appoint Antonia M. Berbrick, Vice President of Finance and Operations/Chief Financial Officer at Blue Ridge Community College as an authorized signatory on the accounts which are stated the resolution that was posted for the Trustee's review. The Bank Signatory Resolution was unanimously approved. President Parkhill informed the Board that General Statues requires two signatory.

### **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 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 highlighted the following items from the report:

- The 2013 Western NC FIRST® LOGO® League Robotics Tournament held on November 9 was well attended with over 200 in attendance. The competition provided elementary and middle school students the opportunity to learn about robotics while building self-confidence, learning team building and problem solving skills, and gaining valuable employment and life skills. Two Henderson County Public School teams will be going on to compete in the state competition.

- Dr. Parkhill informed Trustees based on the results of the past two budget cycles and the political landscape, the NCCCS, along with the NC Association of Community College Presidents (NCACCP) and the NC Association of Community College Trustees (NCACCT), are taking a different approach in developing our budget priorities for 2014-15 and beyond. We will be taking a more unified approach with clear, common goals that all three groups support with a single, powerful voice. The 2014-2018 budget request will include a strategy of continuous, broad based, engagement with the Governor's office as well as our legislatures. President Parkhill described the opportunities for funding a fourth tier, summer funding, the GAP program, and the request for \$10 million in non-recurring equipment funds. Funding for a fourth tier would fund programs leading to immediate employment primarily in the areas of health science, biological/chemical technologies, construction technologies, engineering technologies, industrial technologies, and transportation.
- Ernest Simons, Vice President of Technology, presented to Trustees a snapshot of the College's new redesign website project. Mr. Simons stated the new website will be more user friendly with easier navigation and will be more market-focused. The new website will also work well with many different devices such as desktops, tablets, and smart phones. Mr. Simons stated that we hope to go live with the new website by the middle of November.

### **Educational Foundation Report**

Ann Green, Executive Director, reported that in a comparison of the foundations associated with the 58 North Carolina community colleges (fiscal year 2012 tax returns), Blue Ridge Community College Educational Foundation is second in ranking among all of Western North Carolina's community college foundations (net assets/total full-time equivalent student ratio) and fifth in ranking among all of North Carolina's 58 community college foundations (net assets/total full-time equivalent student ratio).

There are 1,200 community colleges across the United States and only 150 have a single endowment with \$1M or more. Blue Ridge Community College Educational Foundation has one and knows of another (to be paid at the donor's death).

Ms. Green informed the Board contributions for the first quarter were \$150,492. Investment returns were 5.23% for the quarter and 10.33% for the trailing 12 months. At September 30, 2013, assets of the Foundation were more than \$10M for the first time--\$10,004,537.94 to be exact.

The BRCC Educational Foundation Annual Giving Campaign ended with 100% participation from both College Board of Trustees and the Foundation Board of Directors. In addition, every employee serving on the College Leadership Team has made a contribution to the Campaign. The College faculty and staff contributed \$31,009.76 to the 2013-2014 Employee Giving Campaign. This is \$1,009.04 more than last year and reflects an increase each year for the past eight years in a row. To make it even more memorable, these donations from trustees, directors, and employees were included in the Foundation's assets when it reached more than \$10M for the first time.

Ms. Green stated that Col. George McGregor contributed \$60,000 to establish a new scholarship endowment fund. The purpose of the fund is provide scholarship support, with preference given to allied health students who have a financial need and who are enrolled at Blue Ridge Community College. The recipients must be citizens of the United States of America. The Blue Ridge Center for Lifelong Learning contributed \$3,500 for Continuing Education scholarships, to be awarded to students in Learning for Work classes. This brings the total of Continuing Education scholarships available for the 2013-2014 academic year to \$21,752.

### **Student Government Association Report**

The Transylvania County Campus SGA Secretary, Grayson Compton, reported that the TCC/SGA had an informational tent at this year's Rosman Heritage Day Celebration on Saturday, October 5th. The Appalachian Culture class provided displays on the history of Transylvania County to help decorate the tent. The Transylvania SGA also had a booth at this year's Brevard/Transylvania County Chamber of Commerce Business EXPO on October 15th. Members dressed as the board game "Clue" to match the theme of the EXPO. The BRCC Drama Department graciously loaned props and costumes. In addition, the TCC/SGA's Relay for Life team participated in this year's event on October 19th at Brevard College. SGA sold slices of pizza and soft drinks as a fundraiser. A Halloween Pizza Party and Costume Contest was held on October 31st in the TCC Student Center. SGA supplied free pizza and soft drinks. The 8 winners of the contest will receive Ingle's gift cards.

SGA President, Subash Magar reported a Club Rush Day was held at the Henderson County Campus in the Student Center on September 24<sup>th</sup> and 25<sup>th</sup>. A total of nine clubs were present and pizza and soft drinks were served to students. The Allied Health Day was held in the TEDC Conference Hall on October 16<sup>th</sup> and was well attended with an estimated 200 served. The HCC/SGA helped the American Red Cross with their blood drive held in the TEDC Conference Hall on October 30<sup>th</sup> from 9am to 2:30pm. The goal for the drive was 83 donors. 85 donors signed up and 78 units were collected for 94% success rate. A Halloween breakfast was held in the Student Center on October 31<sup>st</sup> with SGA serving donuts and coffee to students. A drawing to win a gift card was held for the students who dressed up. Candy was also given out to the children at the Helping Hands Developmental Center on the Henderson County Campus.

SGA members attended the N4CSGA Western Division Meeting at Western Piedmont Community College on October 5<sup>th</sup>. There were several workshops which focused on brainstorming ideas on student involvement in college. SGA members also attended the N4CSGA Conference at Hilton University, Charlotte, NC on November 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>.

An Indoor Yard Sale for the United Way will be held on Saturday, November 23<sup>rd</sup> from 8am to 1pm in the TEDC Conference Hall. Tables are \$15 for one or \$25 for two. All Table proceeds go to the United Way.

### **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. Bill Ramsey made a motion to approve the list as presented. Sandy Tallant 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**

President Parkhill provided detail information on the recommended changes to policy (3.10) Authority to Dismiss, Suspend, or Take Disciplinary Action and addressed all questions. Ken Butcher made a motion to approve the changes to policy 3.10 as presented. It was seconded by Andrew Tate and passed without dissent.

President Parkhill stated since the College now offers a Brewing, Distillation, and Fermentation program, as well as the Brew Academy offered through Continuing Education, a policy is needed to address the sampling of the product that is produced during class sessions. Dr. Parkhill stated that this policy is consistent with other community colleges that offer the same type of programs. All questions were addressed. A suggestion was made to include in the procedures that the excess inventory will be destroyed and the product will not be used for distribution. Dee Dee Perkins made a motion to approve Policy (4.29) Alcoholic Products Sampling as presented. It was seconded by Andrew Tate and passed without dissent.

### **Approval of Contractor for Transylvania County Campus-Common Area Building**

President Parkhill reviewed with Trustees the Transylvania County Campus Pavilion Renovation project, the cost breakdown and the contractor bids received for this project. Dr. Parkhill stated the College Administration recommends that the Board accept the low bid of \$149,920 from Dunlap Construction, and approve up to \$250,000 of this project to be drawn from the State Treasury Investment Fund Account designated for Transylvania County (\$150,000) and the Transylvania County current capital project appropriation (\$100,000.) President Parkhill stated that capital projects at the Transylvania County Campus for the current year will be deferred until additional funding is secured. All questions were addressed. Bill Ramsey made a motion to approve the TCC Pavilion Renovation project recommendation as presented and seconded by Dee Dee Perkins. The motion passed with a vote of 10 affirmative and 1 abstaining.

### **Review of Level II Service Agreements**

Chairman McCormick informed Trustees the Level II Instructional Service Agreements with Brunswick Community College and Southeastern Community College for spring 2014 were posted to the Board Web site for their review. President Parkhill provided details on the two service agreements and addressed all questions.

**Review of Request for Use of Alcohol at Special Events**

Chairman McCormick informed the Board that President Parkhill had approved the following request for use of alcohol at special events at BRCC:

- Oskar Blues Brewery  
 “TCC - Chamber of Commerce – Business After Hours”  
 November 12, 2013

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

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

The following Trustee evaluations did not find an actual conflict of interest or the potential for a conflict of interest: Bill Ramsey and Ken Butcher

The following Trustee evaluation did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity: Andrew Tate

**Other Comments**

President Parkhill stated that in regard to a question from Trustee Bill Ramsey, all Trustees are required to attend an orientation session offered by the NCACCT when they are appointed or reappointed to the Board. This is offered in both the spring and fall of each year. The ACCT also offers conferences that are beneficial to Boards of Trustees. Dr. Parkhill informed the Board anyone that is interested in attending a conference is welcome to contact her office to make travel arrangements.

President Parkhill also informed Trustees that the NCACCT recently received a grant from the Bill & Melinda Gates Foundation to offer regional training sessions for Trustees across the state. The focus of these training sessions will be to discuss how trustees can more effectively impact student success and develop a manual to use for further reference. There will be a total of 19 sessions with 3-4 colleges attending each session. The training session for BRCC, AB Tech and McDowell Tech will be held on September 16, 2014, at AB Tech in Asheville, NC.

There being no further business, the meeting was adjourned.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary