

Blue Ridge Community College
Board of Trustees Meeting
September 12, 2011 – 5:30 p.m.
Henderson County Campus

The Board of Trustees of Blue Ridge Community College met at 5:30 p.m. on Monday, September 12, 2011, at the Henderson County Campus.

The following members were present:

John McCormick, Jr.	Teresa McCall
Candler Willis	Betty Gash
Kohlan Flynn	Marilyn Bailey
Scott Elliott	Andrew Tate
Chip Gould	Patricia Jones
Ken Butcher	Ronnie Pepper
Rachel Brackett	

The following members were excused:

Roy Neill	Marilyn Bailey
Bill Farrell	

Others attending:

Molly Parkhill	Rhonda Devan	Marcia Stoneman
David Hutto	Ann Green	Brenda Conner
Alan Stephenson	Chad Merrill	Lee Anna Haney
Julie Thompson	Peter Hemans	
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 July 11, 2011 regular meeting minutes. It was seconded by Chip Gould and passed unanimously.

Finance & Facilities Committees (joint meeting)

Facilities Committee Chair, Kohlan Flynn informed Trustees that the Finance and Facilities Committees held a joint meeting on August 30. Dr. Flynn presented a brief update on the current construction projects and stated that the projects are scheduled to be completed by the deadline.

Kohlan Flynn stated that the College Administration and President's Council is recommending the enactment of a parking fee, which would begin Spring Semester 2012. The recommendation would be to charge a parking fee of \$5 per semester (fall and spring) to all curriculum students. Continuing Education students would be charged a parking fee of \$1 for enrollment in 24 hours or higher. A Blue Ridge Community College parking decal would be issued to all students, faculty and staff. The following individuals/groups would be issued a parking decal but would not be charged a parking fee: faculty, staff, Early College students, Basic Skills students, and Center for Lifelong Learning. There would also not be any parking fees charged for summer semester. Revenue generated from this fee will be used toward the campus parking lot maintenance and repair

Dr. Flynn stated that this fee could generate approximately \$30,000 annually, which would be very beneficial in light of the recent cuts to our county budget. A Parking Fee Analysis included in board folders, which showed a comparison between the cost and revenues was reviewed with Trustees.

Kohlan Flynn stated that the Committee's recommend the implement of the parking fee. After a lengthy discussion, Teresa McCall made a motion to postpone the consideration of the Committee's recommendation until the 2012-2013 budget planning process. The motion was seconded by Chandler Willis and passed with a vote of 9 to 2.

Rhonda Devan reviewed the 2011-2012 Institutional Budget that was presented at the Committee's Joint meeting and addressed all questions. Kohlan Flynn stated the 2011-2012 Institutional Budget was recommended for approval by both committees. The recommendation was approved unanimously.

Dr. Flynn presented a brief update on the Roughgarden Loans Activity report for July 1, 2010 to June 30, 2011. All questions were addressed.

Ad Hoc Audit Committee

In the absence of the Committee Chair, Rhonda Devan reviewed with Trustees the formation and process of the Enhancing Accountability in Government through Leadership and Education "EAGLE" project. The EAGLE program has two purposes: "to establish adequate internal control" and "to perform an annual assessment of internal control over financial reporting." The

process has been designed to allow state government agencies to review their internal control processes to identify potential risks and development controls that will reduce the possibility of misstatements on financial statements. It is also aimed at allowing state government agencies to identify better processes to ensure that there aren't any instances of misappropriation of assets.

Ms. Devan identified three areas for improvement and gave details on recommendation to address these issues. Ms. Devan stated that she will be investigating additional opportunities to improve internal controls. The College has established the Internal Control (EAGLE) Standing Committee.

Ms. Devan also reviewed the Financial Statement of Net Assets as of June 30, 2011, which has been submitted to the system office. The North Carolina state auditors were on campus for several weeks in August to perform their preliminary fieldwork. Their work consisted of reviewing the control environment over financial reporting and compliance and assessing risk in order to determine their overall audit approach. They will be back in January 2012 to perform and complete the 2010-2011 financial statement audit.

President's Report

President Parkhill informed Trustees 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.

Review of Financial Report

Rhonda Devan reviewed the Report of State and County Funds as of August 31, 2011 and addressed all questions. A copy of the report is attached and made a part of these minutes.

Educational Foundation Report

Educational Foundation Executive Director Ann Green reported the Educational Foundation Board of Directors has approved the following appointment of officers for its fiscal year 2011-2012: Eric B. Cannon, President; Andrea J. Corn, Vice President; Steven R. Carson, Secretary; Molly A. Parkhill, Assistant Secretary; Hilliard Staton, Treasurer; Rhonda K. Devan, Assistant Treasurer; and Ann F. Green, Executive Director.

Ms. Green stated that Andrea J. Corn, Eric B. Cannon, Steven R. Carson, Richard W. Mears, Hilliard Staton, and Mark A. Warwick have been appointed to a second three-year term as directors. Terry Foxworth and Tony Morrow have been appointed as new directors.

Ms. Green presented the following Estate, Major, and Major In-Kind Gifts:

- An unrestricted gift from the Estate of Margery T. Escott in the amount of \$10,600.
- A \$5,000 contribution has been made by James and Jo Ann Brittain and earmarked for the James E. and Jo Ann Layne Brittain Scholarship Endowment (\$1,000); Jenny Bee Brittain

Scholarship Endowment (\$2,000); and Beulah Coulter Layne and Arvel Layne Scholarship Endowment (\$2,000).

- Riteway Express, Inc., has made an in-kind gift of John Deere, Sunbelt, and Polaris parts, tools, and technical manuals valued at \$83,724.48 to be used in the Applied Technology programs and other areas at the College.

Mary Alice McCarty (former Nursing faculty) has funded two \$500 Mary Alice McCarty Scholarships. One scholarship is awarded to a second-year Nursing student, and the recipient must have a 3.1 grade point average or above. A second scholarship is for an Emergency Medical Science student, and the recipient must have a 3.0 grade point average or above. Both recipients must be between 22 and 46 years of age. If a Nursing recipient is not attainable, then that scholarship may also be awarded to an Emergency Medical Science student.

The Foundation 2010-2011 audit was conducted by Carter, P.C. expressing an “unqualified opinion” on the financial statements (a clean opinion). Budget requests submitted by the College to the Board of Directors along with other Foundation funds rendered an approved budget of \$1,039,448.42.

In September the Foundation will kick off its annual campaign starting with College trustees and Foundation directors. In mid-September a Campus Fund Drive campaign will be held for faculty and staff. The month will end in celebration with the Foundation Scholarship Appreciation Luncheon on September 28.

Student Government Association Report

Student Government Association President, Rachel Brackett had to leave the meeting; therefore, her report will be posted to the Board Web site.

Old Business

No old business.

Approval of New Employees

Chairman 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. Andrew Tate 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 Change (*Leave of Employment 3.7*)

Chairman McCormick requested approval of the change to the 3.7 Leave of Employment Policy, which was posted to the Board Web site. President Parkhill stated this is a recommendation by the President’s Council and reviewed the policy change with Trustees. Dr. Parkhill stated that the policy is in accordance with both the State Personnel Act and North Carolina Administrative Code.

After discussion Andrew Tate made a motion to approve the policy change as presented. It was seconded by Ronnie Pepper and passed unanimously. A copy of the policy is attached and made a part of these minutes.

Approval of Computer Lease Agreement

President Parkhill informed Trustees that in accordance with G.S. 115D-58.15, community colleges are authorized to enter into installment-purchase contracts for computer purchases. Dr. Parkhill recommended approval of the Board for the installment-purchase of lease replacement computers for labs, classrooms and faculty and staff desktops in an amount not to exceed \$60,000 per year for the next four years. After discuss, Kohlan Flynn made a motion to approve the recommendation as presented. It was seconded by Chip Gould and passed unanimously.

Committee Appointment

Chairman McCormick informed Trustees that Marilyn Bailey and Roy Neill are both up for reappointment this year. Mr. McCormick stated that he had received a letter from Marilyn Bailey that she will not be seeking reappointment. At the May board meeting, Marilyn was appointed as Chair of the Curriculum Committee. Chairman McCormick appointed Scott Elliott to replace Ms. Bailey as Chair of the Curriculum Committee.

President Parkhill also informed the Board that Roy Neill has indicated that he will not be seeking reappointment but we have not received any formal notice to date

Trustee Comments

Chairman McCormick stated that we would like to hold the November 14, 2011, board meeting at the Transylvania County Campus if there is no opposition. All Board Members present agreed to the meeting location.

There being no further business, the meeting was adjourned.

Chairman

Secretary