

Blue Ridge Community College
Board of Trustees Meeting
September 10, 2012 – 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 10, 2012, at the Henderson County Campus.

The following members were present:

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| John McCormick | Kohlman Flynn |
| Andrew Tate | Ronnie Pepper |
| Chip Gould | Patricia Jones |
| Ken Butcher | Sandy Tallant |
| Candler Willis | Scott Elliott |
| Betty Gash | Krishnaveni Balakrishnan |

The following members were excused:

Bill Farrell
Teresa McCall

Others attending:

| | | |
|---------------------------------|-----------------|-----------------------|
| Molly Parkhill | Alan Stephenson | Marcia Stoneman |
| Julie Thompson | Chad Merrill | Ann Green |
| Lee Anna Haney | Brenda Conner | Lee Kelly, Times News |
| 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

Chairman McCormick informed Trustees that the minutes from the July 9, 2012 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 Scott Elliott and passed unanimously.

Ad Hoc Audit Committee

Chairman, John McCormick stated that the Ad Hoc Audit Committee met on August 28, 2012. The Committee received a review of the 2011-2012 unaudited Financial Statement. President Parkhill stated the draft statement was sent to the Office of the State Controller the end of August and the final report is due by mid-September. Dr. Parkhill informed the Board that the state auditor is scheduled sometime in October and the Ad Hoc Audit Committee will meet again at that time.

Chairman McCormick asked President Parkhill to provide a brief overview of the EAGLE (Internal Control) Program which was presented to the Ad Hoc Audit Committee and is required by the Office of the State Controller (OSC). Dr. Parkhill reviewed two findings, one in the finance area and one in the compliance area, which were identified by the College's EAGLE Committee. Dr. Parkhill provided to Trustees the recommendations to address these findings and answered all questions. A letter was submitted to the OSC certifying the College has performed an annual review and disclosed any deficiencies or weaknesses. Dr. Parkhill stated that the OSC had reviewed our documents and made no changes but provided some suggestions.

Finance and Investment Committee

Chairman, John McCormick stated that the Finance and Investment Committee met on August 28, 2012, and asked President Parkhill to report on behalf of the Committee.

Dr. Parkhill stated the Finance and Investment Committee had also received the 2011-2012 unaudited Financial Statement which was presented to the Ad Hoc Audit Committee. The 2012-2013 proposed Institutional Budget was also presented to the Finance Committee, which reflects a total budget amount of \$24,891,735. After discuss, Chairman McCormick stated the Committee recommends approval of the 2012-2013 proposed Institutional Budget as presented. The Committee recommendation passed unanimously.

President Parkhill presented a proposal for the use of the allotment of Carl D. Perkins Vocational and Technical Education Program funds for 2012-13. This year's allotment of \$86,587 will be used in three areas. The majority of the funds (\$62,345.87) will be used for the lead faculty member's salary in Emergency Medical Science. President Parkhill explained that this is the second year of this program, with Perkins' funds last year used to begin the implementation. A total of \$23,774.41 is proposed to be used for partial salary support for a special populations and CTE counselor. The remainder of the funds (\$466.72) will be used for Professional Development for the Perkins coordinator to attend required training. There being no further questions or discussion, Chairman McCormick stated the Finance and Investment Committee recommends the approval of the use of

the allotment of Carl D. Perkins Vocational and Technical Education Program funds for 2012-13 as presented. The committee recommendation passed unanimously.

President Parkhill informed the Board that the Budget Q&A that was held on September 5 was very informative and we will be scheduling a Budget Workshop in 2013 for Trustees. Jennifer Haygood from the NCCCS office will attend this workshop and provide an overview of the state's budget process. Information on the date and time will be sent as soon as the details are confirmed

President Parkhill presented the status report on the Roughgarden Student Loan Fund. Dr. Parkhill explained that as approved by the Board the College has written off the outstanding debts on this loan fund. Although some students are still taking advantage of the Roughgarden Student Loan, more students are now using the direct loan program.

President Parkhill informed the Committee that according to the Roughgarden Trust Agreement; the Board has the authority to set the term and interest rate annually. The Roughgarden Loan Fund has had an interest rate of 5% since the inception of the agreement. Dr. Parkhill stated the Committee recommends that the term and interest rate be changed to be consistent with the federal student loan rate. After discussion, the committee's recommendation was approved without dissent.

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.

- The North Carolina Community College System has recognized Blue Ridge Community College as one of only 16 community colleges in the state for Exceptional Institutional Performance (EIP) for the year 2012. The rating is based on the North Carolina Community College System's annual review of seven performance measures from across its 58 community colleges. The exceptional rating indicates Blue Ridge Community College met or exceeded all seven performance measures; our students received at least a 70 percent passing rate on all licensure exams for first-time test takers; and, students transferring from Blue Ridge into the UNC System performed at a level equal to or above native UNC System students. The results of this report certainly show student success across several significant areas. In addition, it shows we have been very responsive to employers in meeting the necessary training and retraining needs of business and industry in our area.
- The 2012-2013 Community Ambassador Program (CAP) began on August 29. Participants will participate in four sessions over a four-month period to gain a behind-the-scenes look at the College and its programs and services. Upon graduation from the program, each Community Ambassador will join more than 70 other CAP graduates to help build relationships that encourage involvement and investment.

- A team of faculty, staff, and students participated in the Asheville 48-Hour Film Project last month. The team's film was shown at the "Best Of" event to a sold-out crowd and received the Overall Best Use of Prop award.
- The EWD/CE Division has received a North Carolina Back-to-Work Grant from the NC Community College System in the amount of \$363,359. The grant, which targets local residents who have exhausted their unemployment benefits in the last 12 months, will provide resources for workforce development and job training in the areas of automotive, manufacturing, electronic medical records, and computer certifications, as well as fermentation and wait staff training. In addition, the grant will provide financial assistance for qualifying individuals who wish to enroll in one of the designated training programs.
- The EWD/CE Division will be coordinating a Job Fair in March 2013, for Sierra Nevada in the Blue Ridge Conference Center.
- The annual WNC Fire College is scheduled for September 12-16.
- The Henderson County Early College (HCEC) High School was recognized as being the only high school in Henderson County to receive the highest status of "Honor School of Excellence." Schools must have at least 90 percent of students proficient in the tested subjects and also meet all federal Annual Measurable Objectives required in order to qualify for this status. HCEC had a 99.3% rate of proficiency.

President Parkhill informed the Trustees of the approval for Level II Instructional Service Agreements with Southeastern Community College and Brunswick Community College.

Dr. Parkhill also stated the following organizations have been approved to serve alcohol at upcoming events on campus: Henderson County Chamber of Commerce & Hendersonville Symphony - "Sound Bytes" and the Hendersonville Arts Council - "Bring Us Your Best".

Financial Review

President Parkhill informed the Board a Financial Report would not be presented today as we are in the process of completing the financial year-end statements. A Financial Review will be presented to the Board at the November meeting.

Educational Foundation Report

Ann Green, Executive Director, reported the Blue Ridge Community College Educational Foundation Board of Directors has approved the following appointment of officers for its fiscal year 2012-2013: Andrea J. Corn, President; Hilliard Staton, Vice President; Steven R. Carson, Secretary; Molly A. Parkhill, Assistant Secretary; Terry Foxworth, Treasurer; Rhonda K. Devan, Assistant Treasurer; Ann F. Green, Ex. Director.

Ms. Green stated that Ken D. Adams, Vikki D. Bailey, C. Page Collie, and Patsy Farmer Jones have been appointed to a second three-year term as directors.

Ms. Green informed the Board that the College has been awarded a \$200,000 grant from the Golden Leaf Foundation to fund mechatronics equipment for Career and College Promise programs

at high schools in Henderson and Transylvania Counties and a wet lab for the Mechatronics Engineering Technology simulated factory floor on the Henderson County Campus. Col. and Mrs. George F. McGregor have also gifted \$30,000 to the George and Anne McGregor Allied Health Scholarship Endowment Fund. Also Louis and Judith Santiago have made a \$5,000 gift to the Blair-Santiago Family Scholarship Endowment Fund. This scholarship is awarded with preference to a Hispanic student.

Ms. Green stated a new \$500 annual scholarship was established by Roger and Linda Freed in memory of their family friend Sarah Nodurft. Sarah was a graduate of East Henderson High School and held an Associate Degree in Paramedic Science. While on duty as an EMT-Paramedic in January 2012, she died of a blood clot that moved to her lungs. The Sarah Nodurft Memorial Scholarship is awarded to an Emergency Medical Science student planning to become a paramedic. The Blue Ridge Center for Lifelong Learning has also gifted \$3,500 in scholarships for students in "Learning for Work" classes.

Ms. Green informed Trustees the Foundation's 2011-2012 audit was conducted by Carter, P.C. expressing an "unqualified opinion" (a clean opinion) on the financial statements. Budget requests submitted by the College to the Board of Directors, along with other Foundation funds, for 2012-2013 rendered an approved budget of \$777,873. A copy of the 2012-2013 Budget was posted to the Board Web site for review.

The Educational Foundation will be accepting nominations online through September 28, for the following BRCC faculty and staff awards: Dr. Eliza B. Graue Extra Mile Award, Dr. and Mrs. William D. Killian Outstanding Teacher Award, Dr. Molly A. Parkhill Staff Person of the Year Award, Dr. David W. Sink Jr. Community Service Award, and the Wellness Employee of the Year. All of the award recipients will be presented a monetary gift at the College Faculty and Staff Holiday Party on Friday, December 7, 2012, and announced at the December 14, 2012, graduation ceremonies.

The Educational Foundation will kick off its annual campaign starting with College trustees and Foundation directors. This year's Faculty and Staff Campaign, chaired by Brian Johnson and Amy Williford, will kick off on September 12 and will conclude on September 28. The Foundation will celebrate our students and donors at the Scholarship Appreciation Luncheon on Wednesday, September 19.

Student Government Association Report

SGA President, Krishnaveni Balakrishnan, reported that the SGA officers recently participated in a leadership training activity at Kanuga Conference, which was very helpful in learning team building skills.

The SGA Welcome Back Breakfast was a successful event with 400 breakfast items from McDonald's given out in two days. The BRCC Student Activities Page on Facebook increased 13.73% on the day of the event. The Bookstore donated two Apple Docks for ipods/iphones.

The Blood drive on August 23rd was successful, but the goal of 90 donors was not reached. Several students will be participating in the United Way Day of Caring this Friday, September 14, and the next Club Rush day is scheduled for September 20.

Ms. Balakrishnan presented the SGA Budget Report to Trustees. After discussion and all questions were addressed, Ken Butcher made a motion to approve the SGA Budget as presented. It was seconded by Ronnie Pepper and passed without dissent. A copy of the SGA Budget Report is attached and made a part of these minutes.

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. Andrew Tate seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

Review of NCCCS Critical Success Factors - 2012

President Parkhill stated the State Board of Community Colleges has established standards of performance for measures that have been identified as being critical to ensure public accountability for programs and services at Blue Ridge Community College. These core indicators are listed in the Institutional Data for 2012 document that was posted to the board web site prior to this meeting and is attached and made a part of these minutes. The complete 2012 Critical Success Factors Report is available on the NC Community College System Web page at: <http://www.nccommunitycolleges.edu/Publications/index.html>. The report is filled with comprehensive information about the Community College System in several areas including workforce development statistics, diverse population learning needs, technology, and system resources. President Parkhill reviewed the BRCC's 2012 Critical Success Factors data and answered all questions. President Parkhill informed the Board that new performance measures will be implemented next year as approved by the General Assembly.

Review of Basic Skills Monitoring Report

President Parkhill informed the Board that a team from the North Carolina Community College System conducted a program monitoring review of the Basic Skills programs at the College this past April. Dr. Parkhill stated this program monitoring review is based on the performance measures set by the federal government. Dr. Parkhill reviewed the areas of concern and recommendations included in the report, as well as the College's corrective action plan. All questions were addressed.

State Ethics Commission – Statement of Economic Interest Evaluations

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: Andrew Tate

The following Trustee evaluation did not find an actual conflict of interest; however, did find the potential for a conflict of interest: John McCormick.

NCACCT Leadership Seminar Report

The NCACCT Leadership Seminar was held in Asheville on September 7-9, 2012. The following Trustees attended the seminar and provided an update on the sessions they attended: Andrew Tate, Scott Elliott, Sandy Tallant, and John McCormick.

There being no further business, the meeting was adjourned.

Chairman

Secretary