

Blue Ridge Community College
Board of Trustees Meeting
September 18, 2017, 5:00 p.m.
Henderson County Campus
Room 150

The Board of Trustees of Blue Ridge Community College met on Monday, September 18, 2017, at 5:00 p.m. on the Henderson County Campus, Room 150.

The following members were present:

John McCormick	Bill Ramsey	Andrew Riddle
Betty Gash	Jeremy Gibbs	Kathy Revis
Kelly Leonard	Duke Woodhull	Patricia Jones
Susan Robinson	Chip Gould	Maxwell George

The following members were excused:

Mark Morse	Andrew Tate	Josh Hallingse
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Others attending:

Laura Leatherwood	Kathy Allen	Chad Merrill
Julie Thompson	Kirsten Bunch	Carolyn Alley
Peter Hemans	Ann Green	Glenda McCarson
Steve Young	Brenda Conner	Tammy Pryor
Chad Donnahoo		

Chairman Gould called the meeting to order and welcomed Trustees and guests. Chairman Gould introduced Tammy Pryor who will be the new Executive Assistant to the President when Brenda Conner retires at the end of this year.

Ethics Statement

Chairman Gould 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.

Change to Agenda

Chairman Gould informed Trustees that we need to move the “New Business” items on the agenda to the beginning of the meeting. This will allow our Attorney, Chad Donnahoo to leave early to attend another meeting in Transylvania County.

New Business

President Leatherwood provided the following detail on the Memorandum of Understandings presented for approval:

- Educational Foundation – Both Foundation attorney and College attorney have reviewed and approve this MOU. Chad Donnahoo provided additional information on employees working on behalf of the Foundation and employed by the College. After all questions were addressed Kelly Leonard made a motion to approve the MOU between the College and the Educational Foundation as presented. It was seconded by Duke Woodhull and passed unanimously.
- Innovative High School – This MOU is for the broad use of the building and has been approved by Henderson County Board of Education and College staff. Both parties will use the building. After all questions were addressed, Jeremy Gibbs made a motion to approve the Innovative High School MOU as presented. It was seconded by Bill Ramsey and passed unanimously.
- Career Academy – Two separate high schools share the Innovative High School building. This MOU is specifically for the activities and programing at the Career Academy. The Henderson County Board of Education and College staff have approved this MOU. After all questions were addressed, Kelly Leonard made a motion to approve the Career Academy MOU as presented. It was seconded by Jeremy Gibbs and passed unanimously.
- Early College – This MOU is specific to the Early College and is a revised version of the current MOU the College has in place with the Early College. After all questions were addressed, Duke Woodhull made a motion to approve the revised Early College MOU as presented. It was seconded by Bill Ramsey and passed unanimously.

Resolution of Appreciation

Chairman Gould read aloud a Resolution of Appreciation for Trustee John McCormick. A framed copy of the Resolution was presented to Mr. McCormick and a copy is made a part of these minutes. John McCormick thanked the Board and stated it has been a pleasure working with the Trustees.

Oath of Office

Chairman Gould informed Trustees that he and Bill Ramsey had been reappointed to the Board of Trustees by the Henderson County Board of Commissioners. Both have already received their Oath of Office by the Henderson County Clerk of Court prior to today’s meeting. A copy of the oaths are attached and made a part of these minutes.

Approval of Agenda

Chairman Gould asked if there were any changes that needed to be made to the meeting agenda. John McCormick made a motion to approve the agenda as presented. The motion was seconded by Andrew Riddle and passed without dissent.

Approval of Consent Agenda

Chairman Gould reviewed the following Consent Agenda and asked if there were any items that need to be moved to the regular business agenda.

- Approval of Minutes – July 10, 2017 regular
- Approval of Policy Change – 1.12 (The Board of Trustees – Powers and Duties)
- Review of State Program Compliance Audit Report
- Review of 2017 Performance Measures for Student Success
- Review of Small Business Center 2016-2017 Annual Report
- Review of 2017-2018 Board Committee Appointments
- Review of New Employees

Betty Gash made a motion to approve the Consent Agenda as presented. It was seconded by John McCormick and passed unanimously.

Facilities and Finance & Investment Committees Joint Meeting

Duke Woodhull, Chair of the Facilities Committee informed Trustees that the Committee met jointly with the Finance and Investment Committee on August 30. Mr. Woodhull informed Trustees that an information sheet and matrix regarding the architect selection for capital project #2118 at the Transylvania County Campus was posted on the board web site. Mr. Woodhull stated that a review committee, which included college staff and himself, reviewed seven contractors who placed bids on this capital project. The contractors were ranked based on the criteria shown on the matrix. The top three contractors based on the ranking system were, McMillian Pazdan Smith, LS3P, and LaBella Associates. Mr. Woodhull asked Chad Merrill to provide some details on this process. Dr. Merrill reviewed the development process of the matrix and criteria, which is based on a points system. Mr. Woodhull stated that the Facilities Committee recommend awarding the contract for Capital Project #2118 to the architectural firm McMillian Pazdan Smith. After discussion and all questions were addressed the Committee recommendation passed without dissent.

Mr. Woodhull asked Chad to review the 2017-18 Schedule of Capital Projects. Dr. Merrill presented details on the capital projects scheduled for the coming year, as well as, on-going major capital projects. Dr. Merrill complimented Peter Hemans on his hard work and supervision of these many capital projects. All questions were addressed.

Kelly Leonard, Chair of the Finance & Investment Committee asked Carolyn Alley to provide details on the 2017-2018 College Budget. Ms. Alley stated that the college leadership has worked extensively for several months and solicited budget requests from college employees to

provide a balanced budget for Board approval. Ms. Alley reviewed the 2017-2018 college budget of \$29,158,145 in detail which includes the management flex amount and the SGA Budget. She informed Trustees that the county budgets have been approved by both the Henderson and Transylvania County Commissioners. Mr. Leonard also asked Ms. Alley to present information on the 2017-2018 salary adjustments recommendation.

Carolyn Alley informed Trustees that the 2017 Appropriations Act appropriated approximately \$22 million in recurring funds into a Compensation Increase Reserve to support recurring salary increase for community college employees. An additional \$10 million in recurring funds were also added to the Compensation Increase Reserve which were restored funds that had been removed from the budget in 2016 and were originally appropriated in 2015. Colleges must award these funds to employee base salary/pay through one or more of the following methods: merit-based adjustments, across-the-board adjustments, retention/market rate adjustments, and other adjustments authorized by local policy. The Colleges will be required to report to the System Office on how they have expended the amount of funds allocated. Ms. Alley stated that in addition, the State Board of Community Colleges approved a \$1000 increase for all community college presidents effective July 1, 2017.

Ms. Alley also provided an overview and details of the College's salary plan which was approved by the Board in May 2015. Ms. Alley informed Trustees that staff will also receive three leave days that can be used during their tenure at the College but not paid out. Human Resources Director, Tommy Oakman added that the average faculty increase was around 4% and the average staff increase was around 3%. After discussion and all questions were addressed. Mr. Leonard stated that the Finance & Investment Committee recommends approval of the 2017-18 College Budget and Salary Adjustments as presented. The Committee recommendation was approved unanimously.

Executive Committee

Chairman Gould informed Trustees that the Executive Committee met on August 30, and reviewed briefly the college update that was presented to the committee by President Leatherwood. A College Fact Sheet was provided to Trustees to use in their opportunities to talk about the college in the community. He stated that this was an informational meeting only. All questions were addressed.

President's Report

President Leatherwood informed Trustees that a copy of the President's Report has been posted to the Board website for their review. Dr. Leatherwood 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 Leatherwood highlighted the following items:

- Complimented Leadership Team on their hard work and dedication to the College.
- Complimented Chairman Gould and thanked him for his help and support.

- Trustees were provided an Educational Foundation “Fact Sheet” and College “Fact Sheet” to guide them in talking with potential donors and the community.
- Marketing materials were displayed for Trustees to view. Our focus is on producing program brochures, increased advertising on radio and TV, and partnering with other organization such as the Mountain Area Workforce Board.
- The College’s Small Business Center now has a remote location in the Fletcher Town Hall.
- The St. Gerard House has been approved to serve beer & wine at their September 28, 2017, Sounds of Hope concert in the Bo Thomas Auditorium and Gallery.
- Fire & Rescue Academy graduation was held on August 31, with 11 graduating.
- Detention Officer Certification graduation was held on September 1, with 11 graduating and 100% pass rate.
- The College has 24 students that could be impacted by the Federal legislation regarding DACA. The College is monitoring this and we will keep Trustees informed.
- The State Board approved funding for two Career Coaches for 2017-18 and 2018-19. This will require that the College secure local matching funds. President Leatherwood will be requesting \$25,000 of matching funds from both the Henderson and Transylvania County Commissioners.
- The Community Ambassador Program held it kick-off event on September 6, with 25 attending.
- Provided curriculum enrollment numbers for Fall 2017, which reflects a 3% decline in headcount.
- The System Office communicated that community college must pay board members through their regular payroll system. However, reimbursing board members for travel does not quality under this new rule. BRCC Board Members are paid for travel and other allowances as part of an “accountable plan” and do not receive any other type of remuneration, therefore, this rule does not apply to our Board.
- The College now has a NAACP Student Chapter. This is the only student chapter in the State.
- The College’s Campus Police recently responded to an incident on campus and were able to defuse the situation. We have also added a full-time police office at our Health Science Center.
- The College received \$125,000 from an Upskills Grant. This was a collaboration with the Mountain Area Workforce Development Board. This will involve intensive career planning and support services for a period of one year. And will focus on our “difficult to serve” populations, such as SNAP and food stamp recipients.
- The College received a letter of appreciation from Henderson County Sheriff, Charles McDonald for the assistance the College Campus Police provided during the August 7, 2017 Town Hall meeting with Congressman Mark Meadows.
- The College also received a letter of appreciation from the Hendersonville Four Seasons Rotary Club for the assistance provided during the Labor Day Tour d’Apple cycling event on September 4. Peter Hemans, Jenni Tweed, and Brett Bailey were complimented on their help during this event.
- Invited Trustees to attend the Hendersonville Chamber –After Hours Event on September 28. The event will take place at the Innovative High School from 5 – 7 p.m. and is sponsored by Park Ridge Health.

- Request to Trustees to provide President Leatherwood with speaking opportunities at civic clubs in both Henderson and Transylvania Counties.

Educational Foundation Report

Ann Green, Executive Director of the Educational Foundation reported the following update:

- **Fiscal Year 2016-17** - Revenue and support totals \$1.9 million for the 2016-17 fiscal year. Investment returns are 10.76% and 7.52% for the fiscal year and trailing five years, respectively. At June 30, 2017, assets of the Foundation were \$11.4 million.
- **2016-17 Audit** - Carter, P.C., has audited the financial statements of the Foundation for 2016-17 and has expressed an unmodified (clean) audit opinion.
- **2017-18 Budget** - The Board has approved its budget for the academic year. For 2017-18, more than 307 Blue Ridge Community College Educational Foundation scholarships valued at \$475,931.61 are available for curriculum students and \$10,747.94 for continuing education students. In addition to providing financial assistance to students through scholarships, a work-study program, and emergency grants and loans, the allocations focus on Achieving the Dream initiatives designed or planned to help more BRCC students succeed, classroom equipment purchases, and faculty and staff professional development for a total budget of \$1,053,646.82.
- **Major Gifts –**
 - **Dr. and Mrs. James E. Brittain** contributed \$5,000 to the established James E. and Jo Ann Layne Brittain Scholarship Endowment Fund.
 - Using a distribution from their IRA, **John and Donna Crawford** have made an unrestricted contribution of \$5,000.
 - **Mr. and Mrs. Louis R. Santiago** gifted \$7,538.92 to the established Blair-Santiago Family Scholarship Endowment.
 - **New Scholarship Endowment** - On the occasion of their 40th class reunion, the East Henderson High School Class of 1977 has started the EHHS Class of 1977 Memorial Scholarship Endowment Fund. This scholarship is established to honor the memory of fellow classmates and is to be awarded to an East Henderson High School (EHHS) graduate. Additional scholarship requirements are a minimum 2.0 GPA, a financial need, and a commitment to community service. If EHHS ever closes, the scholarship is to be awarded to a graduate of the appropriate feeder school.
 - **New Annual Scholarship** - The **Cliff and Betty Dickinson Scholarship** has been established and \$620 is available for award in the 2017-18 academic year. This scholarship is awarded to a student with a demonstrated financial need. The Donor's preference is that this scholarship be awarded to an African-American student and/or in a manner that addresses racial disparities in the student body. The student must be

pursuing a course of study in (1) an Allied Health or Health Sciences curriculum, with a preference for students in Associate Degree Nursing, Dental Assisting, Dental Hygiene, Medical Laboratory Technology, Medical Sonography, Occupational Therapy Assistant, Radiography, Surgical Technology, or (2) an Emergency Medical Science program, leading to qualification or enhanced qualification as a paramedic.

- **Faculty and Staff Giving Campaign** - The 2017-18 Faculty and Staff Giving Campaign will kick off at the Faculty and Staff Campus Information Session on Wednesday, September 13, 2017, and will conclude on September 29. BRCC employees, Lynde Mickey and Rob Rhodes will be the Co-Chairs for this year's faculty and staff campaign.
- **Nominations for BRCC Faculty and Staff Awards** - Through September 29, nominations are being accepted online for BRCC faculty and staff awards.
- **Educational Foundation Scholarship Luncheon** – will be held on Wednesday, September 20, at noon in the TEDC Conference Hall. Trustees received invitations to attend this special event to connect students with their scholarship donors.
- **2017 Arida Arts Symposium** - Blue Ridge Community College has chosen Free Planet Radio, a world music trio, as the Arida Arts Symposium 2017 guest artists. The Celebration of Music will be held on Friday, October 27, 2017, at Blue Ridge Community College. The Symposium is funded by the Gamil T. Arida Endowment Fund through Blue Ridge Community College Educational Foundation.

Chairman Gould encouraged trustees to provide their support to the College and students by giving generously to the Educational Foundation.

Student Government Association Report

SGA President Maxwell George provided the following SGA update:

- A welcome back tent with complimentary donuts and coffee was hosted by a joint effort between SGA and the General Administration Division at the Henderson County Campus.
- TCC/SGA hosted an Eclipse Party on August 21 from 11 a.m. to 3 p.m. Protective eclipse glasses and Lola's Old Hickory Smokehouse lunch were provided free of charge to curriculum students.
- The first HCC/SGA meeting of the year was held on August 17 and the TCC/SGA held their first meeting on August 31.
- Both the College and SGA participated in the Apple Day Parade on September 4.
- Club Rush Day was held on September 5 at the Henderson County Campus. SGA is trying to get more students involved in College activities, clubs, and culture. Will concentrate more on advertising select larger events hosted by the SGA.

Old Business

No old business.

Comments by the Board Members


Chairman Gould informed Trustees that he and President Leatherwood met on two separate occasions with community members opposed to the Law Enforcement Training Center. We informed them that the Henderson County Commissioners has asked the Sheriff's office to work on a redesign of this proposed facility and they should contact the Sheriff's office.


President Leatherwood complimented the College staff on their hard work and diligent efforts preparing our SACS Reaffirmation report to submit by November. We anticipate the SACS visiting team to come to our campus early next year.

Susan Robinson and Kathy Revis provided brief comments and updates from the NCACCT Leadership Conference they attended.

Chad Donnahoo stated that at the NCACCT Leadership Conference, Governor Roy Cooper stated his praise and compliments to Blue Ridge Community College on our SAMTEC program and facility.

There being no further business, Kelly Leonard made a motion to adjourn the meeting. It was seconded by John McCormick and passed without dissent.


Chairman


Secretary