

Blue Ridge Community College
Board of Trustees Meeting
July 10, 2017, 5:30 p.m.
Henderson County Campus
Room 150

The Board of Trustees of Blue Ridge Community College met on Monday, July 10, 2017, at 5:30 p.m. on the Henderson County Campus, Room 150.

The following members were present:

John McCormick	Bill Ramsey	Andrew Riddle
Betty Gash	Jeremy Gibbs	Josh Hallingse
Kathy Revis	Kelly Leonard	Duke Woodhull
Mark Morse	Susan Robinson	Chip Gould
Andrew Tate	Maxwell George	

The following members were excused:

Patricia Jones

Others attending:

Laura Leatherwood	Alan Stephenson	Chad Merrill
Julie Thompson	Kirsten Bunch	Carolyn Alley
Lee Anna Haney	Peter Hemans	Ann Green
Glenda McCarson	Steve Young	Brenda Conner
Chad Donnahoo	Kim Gasperson-Justice, Henderson Co Clerk of Court	

Chairman McCormick called the meeting to order and welcomed Trustees 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?

The following conflicts were reported:

Chip Gould – conflict with the Approval of Contractor for the One Stop Center Project
Kathy Revis – conflict with the Approval of Lease Agreement with WCCA

Oath of Office

Henderson County Clerk of Court, Kimberly Gasperson-Justice administered the Oath of Office to the following Trustees: Kathy Revis, Josh Hallingse, and Betty Gash.

Approval of Agenda

Chairman McCormick asked if there were any changes that needed to be made to the meeting agenda. Mark Morse made a motion to approve the agenda as presented. The motion was seconded by Kelly Leonard and passed without dissent.

Approval of Consent Agenda

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

- May 1, 2017 Special Call Meeting minutes (regular and closed session)
- May 8, 2017 regular session minutes
- Approval of Blanket Travel Authorization
- Approval of Duke Energy Funding Agreement
- Approval of Policy Changes (1.4 Mission Statement) and (2.10 Institutional Effectiveness)
- Human Resources Annual Report
- Events Annual Report
- Marketing Annual Report
- Procedure Changes (6.2.1 Faculty Workload)
- Level II Instructional Service Agreements (Richmond CC)
- New Employees Listing
- Evaluation of Board Effectiveness Summary

Questions regarding the Duke Energy Agreement were addressed. Jeremy Gibbs made a motion to approve the Consent Agenda as presented. It was seconded by Kelly Leonard and passed unanimously.

Nominating Committee

Josh Hallingse informed Trustees that the Nominating Committee met on June 12, to review the nomination forms submitted. The Nominating Committee recommends the following slate of officers for 2017-2018:

Chairman – Chip Gould

Vice Chairman – Jeremy Gibbs

Secretary – Laura Leatherwood

The Nominating Committee also recommends the following Trustees to serve on the Executive Committee: John McCormick, Jr. and Duke Woodhull.

After discussion, the Nominating Committee's recommendations were unanimously approved.

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:

- One of our BRCC students, Caison Newton received 1st place in Automotive Service Technology for post-secondary students at the SkillsUSA State Conference. Jeremy Chastain also placed second in Technical Drafting at the conference.
- The College will be providing temporary office space for Norafin to help with their pre-hire process and will be working on a customized training project for the company.
- An article was published in the Asheville Citizen Times on July 6, regarding the cost to attend community colleges in relation to salaries earned by graduates. Consider taking time to read the article.
- The College placed an advertisement in the Business NC magazine. This is an excellent marketing effort.
- It had been previously reported to the Board that the Henderson County Commissioners would reimburse the College for the furniture at the Health Science Center. However, the County will not be able to reimburse the College for this expense. The County has committed to help with future facility needs and entertain any future facility requests we may have.
- The State Budget was enacted into law on June 28. The budget will go to the State Board in mid-August for approval. The College leadership will be working to prepare a final budget to present to the Board at the September meeting.
- The General Assembly will reconvene in August. The following are bills that we are watching closely:
 - HB 482 – Employee Misclassification Reform
 - SB 16 – Business & Agency Regulations Reform (UL Inspections)
 - SB 408 – NC Truth in Education
 - HB 746 – Omnibus Gun Changes

Review of Financial Reports

Carolyn Alley informed Trustees that the College ended the 2017 state budget year expending most of all our funds. Ms. Alley reviewed the unspent funds from both state and county budgets. Ms. Alley also reviewed in detail the Financial Update as of June 30, 2017. All questions were addressed.

Major Capital Projects Report

Chad Merrill updated Trustees on the following major capital projects:

- Arts & Science Building – science lab renovations – complete by spring 2018

- Spearman Building – collision and repair/auto lab renovations – waiting on final review from State Construction Office
- Sink Building – one stop center/first floor renovation – trustees to approve project contractor
- Innovative High School Building – construction is underway and on schedule to open mid-August

All questions were addressed.

Educational Foundation Report

Ann Green, Executive Director of the Educational Foundation reported that the Foundation 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.

Ms. Green also reported the following major gifts to the Foundation:

- Carl and Jean Schoendorfer gifted \$10,000 from their donor advised fund with Fidelity Charitable
- An anonymous donor has established a new annual scholarship fund with a \$10,000 contribution to fund five scholarships at \$2,000 in the 2017-18 academic year.
- Margaret R. Pardee Hospital Auxiliary pledged \$12,500 for 2017-18 scholarships.
- Continental Automotive Systems, Inc., has donated a FaroArm portable coordinate measuring machine valued at \$5,000 for use in the College's Computer Integrated Machining Technology program.
- The Sentinel Patriot club started the Stand T.A.L.L. – Thank a Local Lawman Scholarship with a \$1,000 donation. This scholarship is designated for a Basic Law Enforcement Training student.
- Alexander Sabo pledged to fund four \$750 scholarships with two awarded as the Szabo Sandor Scholarship and two as the Dorothy Szabo Memorial Scholarship. Each scholarship is awarded to a student who has a financial need.

Student Government Association Report

SGA President Maxwell George reported that the Student Government Association hosted the 2016-17 Awards Ceremony on April 27. During the ceremony, clubs and scholarship recipients were recognized. The Phi Theta Kappa, National Technical Honor Society members, and 2017-18 SGA Officers were also inducted at the awards ceremony.

The SGA will take responsibility for managing the Student Showcase. The SGA Public Relations Officer and SGA advisor will work with the College's Public Relations Office to insure that students selected will be showcased in all the BRCC media.

SGA Coordinator, Cathy Stephenson, attended the Student Life Coordinators Professional Development training conference in May, which was held at Haywood Community College.

The following are the new 2017-2018 SGA slate of officers for both the Henderson and Transylvania County Campuses:

HCC President: Maxwell George
HCC Vice President: Donald Stills
HCC Secretary: Haley Gilbert
HCC Public Relations: Alec Medley

TCC Vice President; Alice McDowell
TCC Secretary: Lisa Landis
TCC Public Relations: Kasey Lyons

Old Business

No old business.

Approval of Contractor for One-Stop Center/Sink Building Capital Project #2108

Chairman McCormick informed Trustees that the One-Stop Center/Sink Building Bond project constitutes an informal project, of \$500,000 or less, pursuant to State Construction requirements. The College posted the request for proposals on the North Carolina Interactive Purchasing System on May 4. The mandatory pre-bid meeting was held on May 17 with nine contractors attending. The College received five bids, by the June 8 deadline and publicly opened the bids at 3:00 p.m. One bid was disqualified due to an incomplete application. The lowest bid of \$409,599 was submitted by Carolina Specialties Construction. After discussion and all questions were addressed, Andrew Riddle made a motion to approve Carolina Specialties Construction as the general contractor for the One-Stop Center/Sink Building Bond Project #2108 based on lowest bid submission. It was seconded by Kelly Leonard and passed with Chip Gould abstaining from the vote due to a conflict of interest.

Approval of Lease Agreements with Helping Hands Developmental Center and WCCA

Chairman McCormick asked College Attorney, Chad Donnahoo to review the proposed lease agreements with Trustees.

Chad Donnahoo review the lease agreements with both Helping Hands Developmental Center and the WCCA. The leased area property for both agreements are located on the Henderson County Campus, in the David W. Sink, Jr., building. Mr. Donnahoo stated that several years ago, the State Board approve the original lease agreement with Helping Hands. However, the lease agreement with WCCA, if approved by the Board today, will be subject to State Board approval as required by G.S. 115D-15, which requires State Board approval for any lease by the College to a third party.

After discussion and all questions were addressed, Mark Morse made a motion to approve the lease agreement with Helping Hands Developmental Center and with the WCCA lease to be subject to State Board approval as required by N.C.G.S. 115D-15. It was seconded by Betty Gash and passed with Kathy Revis abstaining from the vote due to a conflict of interest.

Approval of Revised 2017-2018 Specific Fees and Live Projects

Carolyn Alley presented detail information on the following fee increase changes:

- TEAS Testing Fee - increase from \$65 to \$80
- Joblink Career Readiness Certificate – increase from \$30 to \$45
- Joblink Workkeys Assessment – increase from \$10 to \$15

After discussion and all questions were addressed, Duke Woodhull made a motion to approve the revised 2017-2018 Specific and Live Project Fees as presented. It was seconded by Chip Gould and passed without dissent.

NC Ethics Commission – Evaluation of Statement of Economic Interest

Chairman McCormick read aloud the Evaluation of Statement of Economic Interest for President Laura Leatherwood. The evaluation reflected no actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service.

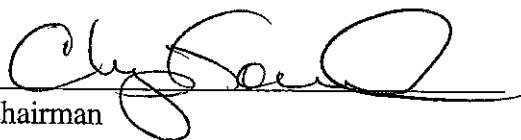
Comments by the Board Members

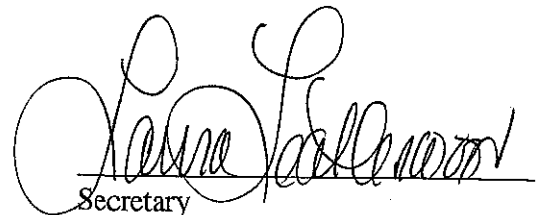
Bill Ramsey stated that the Board should consider holding a board retreat in the near future. Mr. Ramsey stated that due to some new trustees on the board, college staffing, curriculum, and capital project changes a board retreat would be very beneficial. Mr. Ramsey ask that the Board Chair and President consider this request.

Jeremy Gibbs thanked John McCormick for his good service and hard work as Chairman of the Board. Dr. Gibbs stated that Mr. McCormick had served on the Board of Trustees since 1996 and has worked diligently through some very difficult times. His leadership has been very much appreciated. Mr. McCormick thanked Trustees for the opportunity to serve as the Chair.

Chairman McCormick informed Trustees that Dr. Alan Stephenson will be retiring on July 31 and will be moving home to Alabama. Mr. McCormick recognized Dr. Stephenson for his excellent work at the college over the past seven years. Dr. Stephenson has accepted a position at Calhoun Community College as their new Vice President for Academic Affairs. We wish him well in his future endeavors.

Mr. McCormick congratulated Chip Gould as the new Chairman of the Board. There being no further business, Andrew Tate made a motion to adjourn the meeting. It was seconded by Betty Gash and passed unanimously.


Chairman


Secretary