

Blue Ridge Community College  
Board of Trustees Meeting  
May 8, 2017, 5:00 p.m.  
Transylvania County Campus  
Room 140

The Board of Trustees of Blue Ridge Community College met on Monday, May 8, 2017, at 5:00 p.m. on the Transylvania County Campus, Room 140.

The following members were present:

John McCormick	Bill Ramsey	Patricia Jones
Betty Gash	Jeremy Gibbs	Josh Hallingse
Kohlman Flynn	Kelly Leonard	Duke Woodhull
Mark Morse	Susan Robinson	Chip Gould
Andrew Tate	Elizabeth Mallard	

The following members were excused:

Andrew Riddle

Others attending:

Molly Parkhill	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	William Barry	Andrew Mundhenk, Times News

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?

No conflicts were reported.

### **Approval of Agenda**

Chairman McCormick asked if there were any changes that needed to be made to the meeting agenda. Andrew Tate made a motion to amend the agenda to add the following Item E to the New Business Section: Approval of President's Employment Contract. 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.

- Consent Agenda Items:
- March 13, 2017 regular session minutes
- March 27, 2017 President's Search Committee minutes
- Authorization for Normal Operating Expenses 2017-2018
- Approval to accept Carl D. Perkins Allotment 2017-2018
- Current Capital Projects Update
- Level II Instructional Service Agreements (AB Tech & Cleveland CC)
- New Employees Listing
- Financial Statement Audit Report – ended June 30, 2016
- Mountain Area Workforce Development Audits
- State Board of Community Colleges – Administrative Code Changes
- Request for Use of Alcohol at Special Events

There being none, Jeremy Gibbs made a motion to approve the Consent Agenda as presented. It was seconded by Mark Morse and passed unanimously.

### **President's Evaluation Committee**

Jeremy Gibbs informed Trustees that the President's Evaluation Committee met on May 1, to discuss the shared evaluation results and meet with President Parkhill. The Committee determined that in all areas evaluated the President's performance was above average to outstanding. A letter will be sent to the Chairman of the State Board of Community Colleges and the President of the North Carolina Community College System acknowledging completion of the President's annual evaluation.

Mr. Gibbs expressed his appreciation for the hard work and dedication that President Parkhill has demonstrated over her tenure at Blue Ridge Community College. Mr. Gibbs informed Board Member that the on-line evaluation used this year was a very successful process and will be continued next year. The President's Evaluation Committee report was unanimously approved.

### **Naming & Recognition Ad Hoc Committee**

Kohlan Flynn informed Trustees that the Naming & Recognition Ad Hoc Committee met on April 6, to review the recommendation to name the new Innovative High School building after retiring

President Molly Parkhill. Dr. Flynn briefly reviewed with Board Members Policy 2.12 “Naming of Buildings and Programs” and Dr. Parkhill’s record of accomplishments. He stated that after careful review the Committee recommends this naming recognition for President Parkhill. Dr. Flynn informed Trustees that both the Henderson County Commissioners and Henderson County School Board are aware and approve of this naming recommendation.

After discussion, the committee recommendation to name the new Innovative High School building after “Molly A. Parkhill”, was unanimously approved.

### **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:

- Dr. Parkhill thanked the Board on the naming recognition of the Innovative High School building and stated her work on the partnership and opening of the Innovative High School was very rewarding.
- Highlighted the following upcoming events:
  - Paramedic Pinning Ceremony, May 9, 2017, 7 p.m., Blue Ridge Conference Hall
  - Nursing Pinning Ceremony, May 10, 2017, 6 p.m., Blue Ridge Conference Hall
  - Graduation Ceremony, May 13, 2017, 9 a.m., Front Terrace, Killian Building
  - Henderson County Early College Graduation, May 19, 2017, 6 p.m., Blue Ridge Conference Hall
  - Blue Ridge Educational Foundation Appreciation Breakfast, May 24, 2017, 7:45 a.m., Blue Ridge Conference Hall
  - Ribbon Cutting for Southeastern Advanced Molding Technology (SAMTEC), May 24, 2107, 9 a.m., Spearman Building
  - Basic Law Enforcement Training Pinning Ceremony, May 26, 2017, 2 p.m., Thomas Auditorium
  - Adult High School/High School Equivalency Graduation, June 8, 2017, 6 p.m., Thomas Auditorium
  - Drop-In Retirement Reception Honoring Dr. Molly A. Parkhill, June 15, 2017, 3 – 6 p.m., Thomas Auditorium
- Highlighted the following Legislative Bills impacting community colleges:
  - SB 420 – State board could assume powers of local boards of trustees if there is a notice of noncompliance by the board. Boards must meet once every two months. College’s must have a financial audit a minimum of once every two years, and may be required annually if there are consecutive financial audit findings.
  - HB 861 – All electrical materials, devices, appliances, and equipment shall have sufficient certification to meet nationally recognized standards. This bill is very important, as it can affect equipment costs.

- HB 588 – Gun regulation bill which allows for persons who have a valid concealed handgun permit issued to carry a concealed handgun on educational property if the education property is an institution of higher education.
- Trustees commended the BRCC Police Department on the excellent report provided and the good work they are doing at the College. Dr. Parkhill stated this report would be added to the consent agenda at future board meetings.

### **Review of Financial Reports**

Carolyn Alley informed Trustees that the Financial Audit was included in the Consent Agenda and showed no exceptions. Ms. Alley also reviewed the Current Financial Condition Report and Narrative which was posted to the Board website prior to the meeting. All questions were addressed.

### **Educational Foundation Report**

Ann Green, Executive Director of the Educational Foundation reported contribution total \$736,131.05 for the first three quarters of the 2016-17 fiscal year and total support and revenue is at \$1.4 million. The Foundation Board of Directors appointed its 2017-18 officers, which include: President-Don Holder, Vice President-Mark Isabelli, Secretary-Cindy Walker, Assistant Secretary/Treasurer-Hilliard Staton, and Assistant Treasurer-Carolyn Alley. Ms. Green informed the Board that the Foundation Board of Directors ratified the actions of the Audit Committee to engage Carter, P.C. for the 2016-17 audit.

Ms. Green stated that the Foundation also recognized Dr. Parkhill's service to the Foundation with an award that was present at their Annual Meeting.

Ms. Green informed Trustees of the following major gifts:

- Gary and Kathleen Harris donated 320 shares valued at \$19,126.40 as an addition to the Harris Family Scholarship Endowment.
- An anonymous donor set up a scholarship endowment named to honor the work and services of College Walk Director of Nursing, Karon Goldsmith. A \$10,000 contribution established the endowment to provide scholarship support with first preference given to a full or part time employee of College Walk in the Associate Degree Nursing program.
- Ellen Perstein gifted \$67,235 that will provide for annual scholarships; an additional allocation to two already established Roper Scholarship Endowment funds of \$2,000; the establishment of a new Roper Scholarship Endowment fund of \$40,000 in the name of Anne lacy Roper Gasteiger; and \$25,000 for the Pay It Forward Engineering Technology Instructor position for 2017-18.
- Dr. Raymond A. Stone made a \$10,000 unrestricted contribution to the Foundation.
- Kohlan and Linda Flynn contributed a Budget Rolling Overhead Lift and 19 other equipment items to be used in the Welding Technology program.
- Mary Maybin started a new-annual scholarship fund, Theron Maybin, Sr., Memorial Scholarship, for award in the 2017-18 academic year. This \$500 scholarship is to be

awarded to a Horticulture Technology student pursuing a degree, diploma or certificate that has a demonstrated financial need.

Ms. Green asked Trustees to mark their calendar for the Arida Arts Symposium to be held on October 27, 2017. The visiting artist will be Free Planet Radio, a world music trio. Ms. Green stated this year marks the 25<sup>th</sup> anniversary of the Arida Arts Symposium.

### **Student Government Association Report**

SGA President Elizabeth Mallard reported that she and SGA Advisor, Cathy Stephenson attended the 2017 Spring N4CSGA conference in early April. The time was spent connecting with others throughout the state, as well as collaborating with other schools on future projects. On April 6<sup>th</sup> the HCC SGA assisted HopeRX with their high school student and parent awareness night. Ms. Mallard stated that College SGA Awards Ceremony was held on April 27.

Ms. Mallard informed Trustees of the following 2017-18 SGA Officers:

#### HCC:

President, Maxwell George  
Vice President, Donnie Stills  
Secretary, Haley Gilbert  
Public Information Officer, Alec Medley

#### TCC:

Vice President, Alice McDowell  
Secretary, Lisa Landis  
Public Information Officer, Kacey Lyons

Ms. Mallard thanked the college staff, faculty, and Board of Trustees for their commitment and service to the students and College. Chairman McCormick commended Ms. Mallard on the excellent work she did serving on the Board in her capacity as SGA President. He wished her much success in her future endeavors.

### **Old Business**

No old business.

### **Approval of 2017-2018 Specific Fees and Live Projects**

President Parkhill presented information on the following changes reflected in the 2017-18 Specific Fees and Live Projects.

- New lab fees that cover consumables that students use in classes for Applied Technology Transportation, Electrical Engineering, Interpreter Education, Mechanical Engineering, Welding, Allied Health-Emergency Services, OE (Automotive, Machining, EHSI, OPE, SAMTEC, Skilled Trades).

- Dr. Parkhill also informed Trustees that the Allied Health - Nursing fee that cover tutorials and pre-testing fees will now be pro-rated over the four semesters.

After discussion and all questions were addressed, Kohlan Flynn made a motion to approve the 2017-2018 Specific Fees and Live Projects as presented. It was seconded by Chip Gould and passed unanimously.

### **Review of Policy Changes**

President Parkhill presented details on the requested changes to Policy 3.7.10 Voluntary Shared Leave. She informed Board Members that these changes provide more opportunity for employees to donate leave. After discussion and all questions were addressed, Duke Woodhull made a motion to approve the policy changes as presented. It was seconded by Betty Gash and passed without dissent.

### **Approval of Write-Offs of Delinquent Accounts Receivable & Student Loans**

Carolyn Alley presented detail information and a summary of the write-offs for both delinquent accounts receivable and student loans. Ms. Alley described the collections process and procedures for debt collection.

After discussion and all questions were addressed, Mark Morse made a motion to authorize the write-off of those receivables (excluding loans) in arrears by more than 180 days as of April 30, 2017, with the amount not to exceed \$42,376.71. It was seconded by Chip Gould and passed unanimously.

Kelly Leonard made a motion to authorize the write-off of those receivables (student loans) in arrears by more than 180 days old as of April 30, 2017, with the amount not to exceed \$500.00. It was seconded by Mark Morse and passed unanimously.

### **Approval of Candidate for President**

Andrew Tate made a motion to nominate Dr. Laura Leatherwood to become the fourth President of Blue Ridge Community College, effective July 1, 2017, and subject to approval by the North Carolina State Board of Community Colleges. It was seconded by Kelly Leonard and passed unanimously.

### **Approval of President's Employment Contract**

Andrew Tate made a motion to amend the President's employment contract to add Laura Leatherwood as President, approve the employment contract subject to the aforementioned amendment and contingent on approval by the State Board of Laura Leatherwood's selection as President, and to authorize John McCormick, as Board Chair, to execute the employment contract on behalf of the Trustees of Blue Ridge Community College. The motion was seconded by Duke Woodhull and passed unanimously.

Chairman McCormick thanked Trustees for their hard work and commitment on the presidential search process.

**Comments by the Board Members**

Kohlan Flynn informed Trustees a Board Nomination form was included in meeting folders. The Nominating Committee will be meeting on June 12 to review the completed nomination forms and make recommendations for the 2017-2018 Board Officers. Dr. Flynn asked Trustees to please send their completed forms to him.

Dr. Flynn also informed the Board that he will not be seeking reappointment to the Board at the end of his term next month. He stated that a letter was submitted to the Chair, Dr. Parkhill and the Chair of the Henderson County School Board. Dr. Flynn thanked Trustees for their support and help throughout his term.

Chairman McCormick informed Board Members that a Board Evaluation of Effectiveness form was also included in folders. Trustees were asked to complete this form and return to Brenda Conner.

There being no further business, Kohlan Flynn made a motion to adjourn the meeting. It was seconded by Chip Gould and passed unanimously.

  
Chairman

  
Secretary

