

Blue Ridge Community College
Board of Trustees Meeting
January 13, 2014, 5:00 p.m.
Henderson County Campus

The Board of Trustees of Blue Ridge Community College met at 5:00 p.m. on Monday, January 13, 2014, at the Henderson County Campus.

The following members were present:

John McCormick	Chip Gould
Betty Gash	Bill Ramsey
Ken Butcher	Patricia Jones
Dee Dee Perkins	Stan Cooper
Sandy Tallant	Andrew Tate
Duke Woodhull	

The following members were excused:

Scott Elliott
Kohlan Flynn
Subash Magar

Others attending:

Molly Parkhill	Alan Stephenson	Marcia Stoneman
Ernest Simons	Antonia Berbrick	Julie Thompson
Chad Merrill	Ann Green	Lee Anna Haney
Brenda Conner	Peter Hemans	Chad Donnahoo
Shanda Bedoian		

Chairman McCormick called the meeting to order and welcomed members present 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.

Customized Training Presentation

Ms. Shanda Bedoian presented the following information on the College's Customized Training Program. Ms. Bedoian stated the NC Community College System was the first in the nation, more than 50 years ago, to provide company-specific training as an economic development tool. The Customized Training Program is dedicated to fostering employee and business success for North Carolina companies that are creating jobs, investing in technology and enhancing productivity. With a focus on growth, the program offers company-specific training to thousands of trainees at hundreds of businesses annually to ensure continued competitiveness. Ms. Bedoian explained there are seven North Carolina Community College System trainers strategically placed around North Carolina to lead instruction in continuous improvement, safety and leadership development. Each NC Community College continues to build internal instructional delivery through re-training of instructors and revamping of teaching tools. Ms. Bedoian provided annual training statistics for 2012-2013, and details on some of the local projects that Blue Ridge Community College is currently working on and the types of training that the College offers to local businesses. All questions were addressed.

Minutes Approval

Chairman McCormick informed Trustees that the minutes from the November 11, 2013, regular session and the November 25, 2013 Special Call Meeting had been posted to the Board Web site prior to the meeting. Chip Gould made a motion to approve the November 11, 2013, regular meeting minutes; it was seconded by Bill Ramsey and passed unanimously. Betty Gash made a motion to approve the November 25, 2013, special called meeting minutes it was seconded by Andrew Tate and passed without dissent.

Curriculum Committee

Due to the absence of the Curriculum Committee Chair, the report of this committee was presented by Dee Dee Perkins. Ms. Perkins informed the Board that the Curriculum Committee met on December 16, 2014. The Committee received information on the College's FTE history patterns for the past 10 years, which showed a stable enrollment trend. Ms. Perkins informed the Board that the State has completed a redesign of all developmental (remedial) courses, with full implementation this summer. A Comprehensive Articulation Agreement between community colleges and the UNC system is under revision and will be implemented in Fall 2014. The new mechatronics AAS program has 24 students enrolled in the first semester and the Brewing, Distillation, and Fermentation AAS program has 12 students enrolled.

Ms. Perkins reviewed the following new programs for approval:

- A new program in Digital Effects and Animation is under consideration; however this would require a new faculty member and would be costly to implement. The College administration is not recommending approval at this time.

- The College is proposing four new 3D printing courses to the NC system for both the Associates in Arts and in the Simulation and Gaming programs. No full time faculty is needed. The Committee recommends approval to the full board.
- A new curriculum Health Science: Diagnostic and Therapeutic Services diploma program – This new diploma curriculum was approved by the State Board in November and any college may offer this diploma, as long as they are currently approved for one of the “parent” programs. Blue Ridge Community College plans to offer this diploma under the Emergency Medical Science AAS program. The Committee recommends approval to the full board to offer the Health Science: Diagnostic and Therapeutic Services diploma program, and to offer the Emergency Medical Science Technology pathway under this program.
- The Committee recommends to the full board the approval to grant the College administration to begin feasibility studies for the following curriculum programs: Nursing Assistant, Phlebotomy, Health Information Technology, Medical Assisting, and Medical Office.

All program approvals recommended by the Curriculum Committee were passed unanimously.

Ms. Perkins reviewed the following program terminations for approval:

- Curriculum Plumbing Certificate Program – currently there are no students enrolled in this program. The program largely serves as a means to provide customized training for our area employers and prepare students for the state licensing exam. Recommendation to inactivate the Curriculum Plumbing Technology program and move it to Continuing Education which will provide the College with additional flexibility in providing the customized training needed by our employers in a more timely and efficient manner. The Committee recommends approval to the full board.
- Curriculum Air Conditioning, Heating, and Refrigeration Program – currently there are 8 students enrolled in the program. As with Plumbing, the program largely serves as a means to provide customized training for area employers and prepare students for the state licensing exam. Based on the low enrollment and low completion rate, there was a recommendation to inactivate the curriculum Air Conditioning, Heating, and Refrigeration Program and move it to Continuing Education which will provide the College with additional flexibility in providing the customized training needed by our employers in a more timely and efficient manner. Currently enrolled students will be given the opportunity to complete their current programs, but no new students would be accepted. The Committee recommends approval to the full board.
- Manicuring/Nail Technology Program at the Transylvania County Campus (TCC) – currently there are no students enrolled in this program and there has been very little interest in the program. By suspending this program at TCC it will free up the dedicated space for the remodeling efforts underway at TCC. The Committee recommends approval to the full board.

All program terminations recommended by the Curriculum Committee were passed unanimously.

Facilities Committee

Committee Chairman, Chip Gould informed the Board that the Facilities Committee met on December 16, 2013. A current capital project update was presented to the Committee. The Committee received a detail presentation on the College's 5-Year Capital Improvement Plan, which included the proposed capital budgets for both Henderson and Transylvania Counties. After discussion, the Board of Trustees unanimously approved the 2014-2015 Capital Budgets as presented.

Mr. Peter Hemans provided a brief update on the Transylvania County project and addressed all questions.

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 from the report:

- As of today, 2051 students have registered for Spring 2014 semester classes which began on January 8.
- A copy of the College's 2013-2014 Annual Report was distributed to trustees.
- The College will host the 14th Annual Martin Luther King Unity Breakfast & Program on January 20, 2014, in the TEDC Conference Hall. The breakfast starts at 8:30 a.m. and will be followed by the program at 9:30 a.m. This year's theme is entitled "I Am the Dream".
- The Henderson County Chamber "Arts after Dark" event is scheduled for February 13, 2014, from 5 – 8 p.m. in the BRCC Conference Hall. Tickets may be purchased from the Chamber at \$10 each. This event will help to promote the arts in Henderson County.
- Lee Anna Haney provided a brief presentation on the College's new web site.

Financial Update

Antonia Berbrick, Vice President for Finance & Operations, reviewed the College's Financial Report of State and County Funds as of December 31, 2013, and addressed all questions. A copy of the report is attached and made a part of these minutes.

Educational Foundation Report

Ann Green, Executive Director, reported support and revenue for July through December totaled \$1,533,164. Investment returns were 5.58% for the quarter and 15.58% for the trailing 12 months. At December 31, 2013, assets of the Foundation were at \$10.7M.

Ms. Green highlighted the following major gifts:

- Louis and Judith Santiago contributed stock valued at \$5,354 and have designed their gift for the Blair-Santiago Family Scholarship Endowment Fund.
- Betty Berg gifted \$5,000 to the William A. Keyser Memorial Scholarship awarded with preference to a Transylvania County resident with a financial need.
- James and Jo Ann Brittain contributed \$6,000 to their three scholarship endowments: \$3,000--the James E. and Jo Ann Layne Brittain Scholarship Endowment Fund; \$1,500--Jenny Bee Brittain Scholarship Endowment Fund; and \$1,500--Beulah Coulter Layne and Arvel Layne Scholarship Endowment Fund.
- Continental Automotive Systems contributed \$10,000 for a new annual scholarship fund for award in academic year 2014-2015.
- Margaret R. Pardee Hospital Auxiliary pledged \$11,000 for 2014-2015 scholarships (\$6,000 for curriculum scholarships and \$5,000 for continuing education scholarships).
- (In-Kind Gift) - Continental Automotive Systems gifted the College with two automation systems and four robots. This equipment will be used in the Mechatronics Engineering Technology, Computer Integrated Machining, and Welding Technology programs and, ultimately, in the Advanced Manufacturing Center. The Continental staff will also be setting up and programming the equipment, as well as, providing individual training for the College faculty. This contribution has a fair market value of \$121,950; the original acquired value was \$624,999.52.

Student Government Association Report

Chairman McCormick informed the Board that the SGA president was unable to attend the meeting this evening; however the SGA report was posted on the Board web site.

Old Business

Chad Donnahoo, College Attorney, presented an update on the Roughgarden Student Loan Fund. Mr. Donnahoo stated the initial paperwork has been presented to the Henderson County Register of Deeds office and his office is working with the college administration to gather additional information needed. More details will be provided to Trustees at the next board meeting.

Approval of Sponsored Accounts Receivable Write-Off

Antonia Berbrick, stated there are certain opportunities for students at Blue Ridge to have a portion of their tuition and fees sponsored by a third party outside of the BRCC Educational Foundation. Ms. Berbrick explained these tuition and fees are billed to the third party and collected in accordance with the College's collection policies and procedures and are included in the general ledger as Sponsored Accounts Receivable. Ms. Berbrick informed the Board upon review of the Sponsored Accounts Receivable that remain outstanding in excess of one fiscal year, the College has determined that despite diligent collection efforts such receivables are deemed uncollectible. Therefore, in accordance with guidelines established by the Governmental Accounting Standards Board (GASB) the College recommends approval to authorize the write-off of that Sponsored Accounts Receivable in arrears by more than one fiscal year. The amount of the write off of Sponsored Accounts Receivable in fiscal year 2014 shall not exceed \$2,489. Ms. Berbrick addressed all questions. Ken Butcher made a motion to approve the Sponsored Accounts Receivable Write-off as presented. It was seconded by Duke Woodhull and passed without dissent.

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. Duke Woodhull made a motion to approve the list as presented. Betty Gash 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 Changes

President Parkhill presented information on changes to the College's procedures for the Mission Statement policy (1.4) and the Alcoholic Products Sampling Policy (4.29), which have already been approved by the Board. All questions were addressed.

Dr. Parkhill provided detail information on the following policy changes presented for approval and all questions were addressed:

- Substantive Change for Accreditation (1.15) – Andrew Tate made a motion to approve as presented, it was seconded by Bill Ramsey and passed unanimously.
- Holidays (3.6.3) – Sandy Tallant made a motion to approve as presented, it was seconded by Betty Gash and passed unanimously.
- Information Technology (8.1) – Ken Butcher made a motion to approve as presented, it was seconded by Chip Gould and passed unanimously.

Approval of 2014-2015 Academic Calendar

Chairman McCormick requested approval of the 2014-2015 Academic Calendar. Trustees were able to review the calendar on the board web site prior to the meeting. President Parkhill stated the calendar does reflect the additional holiday. She also noted that the College worked with the public schools to better align with their academic calendars.

Stan Cooper made a motion to approve the 2014-2015 Academic Calendar as presented. It was seconded by Dee Dee Perkins and passed without dissent.

Other Comments

Ken Butcher encouraged the College to continue their support of the Robotics organization and the “Legos” event that was recently held at the Henderson County Campus in December.

Chairman McCormick congratulated President Parkhill on her recent appointment as the new Chair of the Henderson County Chamber of Commerce.

There being no further business, the meeting was adjourned.

Chairman

Secretary