

Blue Ridge Community College
Board of Trustees Meeting
July 8, 2013, 5:00 p.m.
Henderson County Campus

The Board of Trustees of Blue Ridge Community College met at 5:00 p.m. on Monday, July 8, 2013, at the Henderson County Campus.

The following members were present:

John McCormick	Chip Gould
Betty Gash	Bill Ramsey
Ken Butcher	Patricia Jones
Andrew Tate	Ronnie Pepper
Subash Magar	

The following members were excused:

Sandy Tallant
Scott Elliott
Dee Dee Perkins
Candler Willis
Kohlan Flynn

Others attending:

Molly Parkhill	Alan Stephenson	Marcia Stoneman
Ernest Simons	Chad Merrill	Ann Green
Lee Anna Haney	Carolyn Alley	Brenda Conner
Peter Hemans	Chad Donnahoo	Nancy Tanker, Times News
Kimberly Gasperson-Justice, Henderson Co. Clerk of Court		

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.

Oath of Office

The Honorable Kimberly Gasperson-Justice, Henderson County Clerk of Superior Court, administered the oath of office to the following new and re-appointed Trustees: Bill Ramsey, Chip Gould, and Betty Gash. Kohlan Flynn was absent and will go by the office of the Clerk of Court to receive his oath of office. Signed copies of the "Oath of Office for Board of Trustees" are attached and made a part of these minutes.

Minutes Approval

Chairman McCormick informed Trustees that the minutes from the May 13, 2013, regular session had been posted to the Board Web site prior to the meeting. Ken Butcher made a motion to approve the minutes as presented. It was seconded by Ronnie Pepper and passed unanimously.

Nominating Committee

Committee Chair, Ronnie Pepper informed Trustees that the Nominating Committee would like to recommend the following slate of officers for 2013-2014: Chair – John McCormick; Vice Chair – Kohlan Flynn; Secretary – Molly Parkhill. Mr. Pepper asked if there were any nominations from the floor. There being no nominations from the floor, moved to approve the slate of officers as presented. Chairman McCormick called for the vote and the slate of officer presented was unanimously approved.

Mr. Pepper also stated that the Nominating Committee recommends the following Trustees to serve on the 2013-2014 Executive Committee: Ronnie Pepper and Chip Gould. The 2013-2014 Executive Committee recommendations presented were unanimously approved by the board.

Mr. Pepper thanked the committee for their hard work.

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:

- The Senate introduced a new tax reform proposal last week. The Senate has moved closer to the House position on some items, including not taxing social security income, continuing to allow personal and itemized deductions, broadening the sales tax to include certain services, and keeping the local sales tax on food. However the Senate and House are still divided on several areas, including the corporate tax rate. A chart comparing the Senate and House positions was distributed to Trustees. The Senate plan has passed the second reading and will be presented for the 3rd reading this week and then back to the House. The House will be looking at the revised Senate tax plan and continue budget negotiations next

week. President Parkhill stated that while in Raleigh, she met with Senator Apodaca and Representative McGrady to discuss the community college budget concerns. Dr. Parkhill encouraged Trustees to communicate with our representatives that the community colleges cannot sustain any additional cuts in their overall budget.

- President Parkhill presented an update on the following Bills of Interest – HB754, which is to be voted on this week; and HB903, which did pass and was signed into law last week. All questions were addressed.
- Marketing and recruitment efforts are underway for fall semester. Several billboards are displaying information on Blue Ridge Community College; commercials are airing on WLOS-TV and on KISS-FM radio. The College has also mailed out the “Career Focus” and added advertisements in the Times News on-line paper. Recruiting visits to local manufacturers are also planned for this summer.
- As we wait for state board approval of the brewing, fermentation and distillation program, the College held information sessions for students interested in working in this industry. Trustees were invited to attend an information session scheduled after the board meeting.
- The College did receive notification from the system office that Jobs for the Future has requested that North Carolina withdraw from the Accelerating Opportunity Grant effective July 1, 2013. Their decision was based on low enrollment numbers, and difficulty with aligning our basic skills program with objectives of the program. Although Blue Ridge was one of five colleges that exceeded the Accelerating Opportunities benchmarks, Jobs for the Future still pulled the funding. The system office is hoping to identify some funds that will allow the five colleges to continue this program and provide technical assistance to other community colleges in implementing this program. The Accelerating Opportunity Grant program was designed to allow high school dropouts who were enrolled in our GED program to take curriculum classes concurrently.
- The Henderson County Commissioners approved full funding of the College’s operating budget and top priority capital improvement projects for 2013-14. However, funding for the parking lot expansion located at Killian/TEDC buildings was not included based on the College’s decision to delay this project for other pressing needs. The Transylvania County Commissioners also approved full funding of the College’s operating and capital budgets for 2013-14.
- The State Board has approved tuition and fee increases effective fall term. For curriculum, the new in-state rate will be \$71.50 per credit hour up to a maximum of \$1,144 per semester. For non-residents, the rate will be \$263.50 with a maximum of \$4,216. Registration fees for occupational extension classes also increased by \$5.00.
- Blue Ridge Community College was selected by the North Carolina Office for the State Auditors for the state’s federal financial assistance program audit for fiscal year ending June 30, 2013. We have received positive feedback from the state auditing staff, noting that Blue Ridge is very thorough in our recordkeeping.
- Dr. Merrill and his staff have completed the data collection phase of the Strategic Planning process. The President’s Council have reviewed the data and will finalize their recommendations for Board consideration. We have scheduled information sessions for August 12, which will allow for an opportunity to review the Strategic Plan draft and provide input prior to the final document being presented for board approval in September. A breakfast session will be held at 8:00 a.m. at our Transylvania County Campus, a lunch

session at 12:00 p.m. at our Henderson County Campus, and a final session at 4:00 p.m. at our Henderson County Campus. Trustees are invited to attend any of these planning sessions.

- President Parkhill reviewed the Capital Projects Status Report with Trustees and addressed all questions. The Board Facilities Committee will meet in August to review these projects.

Financial Report

Carolyn Alley, Director of Administrative Services, reviewed the College's Financial Report of State and County Funds as of June 30, 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 that to date, \$381,277.97 in 2013-2014 Blue Ridge Community College Educational Foundation scholarships are available for curriculum students. This includes a gift of \$83,372.68 through the Estate of Edward C. Wesch for students pursuing a career in retailing. The Financial Aid and Scholarship Committee is meeting on a regular basis to award these scholarships.

Ms. Green also informed Trustees that Rosman's Genie Products, Inc., has funded a new annual scholarship starting in 2013-2014 at \$3,750. The scholarship will be awarded to a Transylvania County resident enrolled in the Associate in Applied Science Degree program of Computer-Integrated Machining.

Through the Community Foundation of Henderson County, the Educational Foundation has received notification of a new annual scholarship. The Herman and Shirley Lukoff Scholarship will be awarded in 2014-2015 at \$3,430. The recipient is to be a worthy, single parent of either sex.

Ray and Judith McKenzie-Wilson have contributed \$6,500 (\$3,250 to be awarded in 2014-2015 and 2015-2016) to fund a two-year engineering scholarship for women.

The Wells Fargo Foundation has granted \$10,000 in support of BRCC Workforce Development scholarships. Also, Park Ridge Health has gifted \$3,000 (\$2,000 for the 2013 Faculty and Staff Holiday Party; \$600 for the 2013 Scholarship Appreciation Luncheon; and \$400 for the Balsam Range Concert). They also intend to contribute \$1,000 in 2014 for the Appreciation Breakfast.

Ms. Green stated that more than 120 College friends attended the Foundation's Appreciation Breakfast on May 22. Danielle Tate-Maccaroni, a recent recipient of the prestigious Jack Kent Cooke Undergraduate Transfer Scholarship, delivered heartwarming remarks about the College's impact on her educational journey. The Foundation also recognized Pay It Forward Endowed Chair Donor Ellen Perstein and the Endowment's first recipient Engineering Technology Faculty Sharon Sues. Ellen Perstein gifted \$58,996 that will provide for annual scholarships (\$1,996), a

new Roper Scholarship Endowment Fund (\$32,000), and \$25,000 to award the Pay It Forward Endowed Chair Fund in 2013-2014.

The Foundation Board of Directors has engaged Carter, P.C., for the 2012-2013 fiscal year audit. The Foundation Board also accepted the recommendation of the Foundation's Audit Committee to send a "Request for Proposal" for the 2013-2014 audit (that will be mailed no later than January 31, 2014).

Student Government Association Report

SGA President, Subash Magar, reported that SGA officers had met with Jay Alley to review safety precautions during campus events.

April Killough, SGA Advisor, attended the N4CSGA Adviser Retreat at Central Piedmont Community College, Cato Campus on June 17th and 18th. April will be working with JJ Evans from Alamance Community College to create a SGA profile for each community college to fill out and have posted on the N4CSGA website so that colleges can have the opportunity to learn more about each other.

The SGA Executive Officers have been meeting every other week to work on agendas and event planning for the coming year.

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. Ken Butcher made a motion to approve the list as presented. Chip Gould seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

President Parkhill gave a brief update on Vice President for Finance interview process and background information on the new Vice President, Antonia "Toni" Berbrick.

Approval of Blanket Travel Authorization

Chairman McCormick requested approval for the College's Blanket Travel Authorization. State travel regulations require all employees including the president, to obtain blanket authorization for normal and routine travel in the course of carrying out their official duties. It is required that this blanket travel authorization be approved annually by the Board of Trustees. Ken Butcher made a motion to approve the Blanket Travel Authorization. It was seconded by Pat Jones and passed unanimously.

Approval of Level III Service Agreement

President Parkhill reviewed with Trustees the Level III Instructional Service Agreements with Wilkes Community College. Ken Butcher made a motion to approve the service agreement as presented. It was seconded by Chip Gould and passed without dissent.

Review of Requests for Use of Alcohol at Special Events

Chairman McCormick informed the Board that President Parkhill had approved the request for use of alcohol at special events at BRCC for the Sixth Avenue Psychiatric Rehab. Partner's Inc., "Bids and Blues" event on October 19, 2013.

Review of Mountain Area WDB Audits

President Parkhill informed Board Members that copies of the Mountain Area Workforce Development Board Audits were posted to the Trustee web site prior to the meeting. The audits which reviewed WIA funds through the Henderson County JobLink Center and the year ended June 30, 2012 financials both showed no exceptions and in compliance with the contract and Equal Opportunity regulations.

Evaluation of Board Effectiveness Summary

Chairman McCormick informed Trustees that a copy of the "Summary of Evaluation of Effectiveness" had been posted to the Board Web site prior to the meeting. This is a summary of the evaluation forms which were distributed at the May meeting. Chairman McCormick stressed the importance that all Trustees complete this annual evaluation as it allows the Board to look at their effectiveness, evaluation meaningful information, and look at ways to improve. Mr. McCormick reviewed the findings of the Board Effective Summary and encouraged board members to meet with himself or the president if they have any concerns.

Questions arose on the evaluation form template. President Parkhill stated that this specific form is recommended by the NC State Board of Community Colleges. Although the Board of Trustees is asked to perform an annual evaluation, the form can be modified to meet the Board's needs. It was suggested that President Parkhill look into what evaluation instruments that other community colleges are using.

2013-2014 Committee Appointments

Chairman McCormick stated that we had not heard from all Trustees concerning committee preferences; therefore, the 2013-2014 Committee Appointments will be addressed at the next board meeting. Mr. McCormick asked board members who have not already done so, to please send their committee requests to Brenda Conner.

Other Comments

Chairman McCormick informed Trustees of the upcoming NCACCT Leadership Seminar, which will be held in Wilmington, NC in September. Any board members who are interested in attending should contact Brenda Conner.

Chairman McCormick asked Attorney, Chad Donnahoo to review the Public Records document that was included in Trustee folders. Mr. Donnahoo presented a brief summary of the laws pertaining to public records in relation to board members and addressed all questions.

Chairman McCormick congratulated President Parkhill and Pat Jones on the excellent article in the Times News, which highlighted “Dedicated Women of Western North Carolina 2013.” Mr. McCormick also thanked Chad Merrill and his staff for their excellent work on making the Balsam Range Concert a successful event for the College.

Chairman McCormick reminded Board Member that the next meeting will be on September 9 at the Henderson County Campus. There will be a Trustee/Foundation Director Social at 4:30 p.m. and the regular board meeting will begin at 5:30 p.m.

There being no further business, the meeting was adjourned.

Chairman

Secretary