

Blue Ridge Community College
Board of Trustees Meeting
July 14, 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, July 14, 2014, at the Henderson County Campus.

The following members were present:

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| John McCormick | Chip Gould |
| Bill Ramsey | Ken Butcher |
| Stan Cooper | Betty Gash |
| Andrew Tate | Sandy Tallant |
| Duke Woodhull | Dave Clavier |
| Kohlan Flynn | Cynthia Garcia-Tamayo |

The following members were excused:

Patricia Jones
Dee Dee Perkins

Others attending:

| | | |
|-----------------|-----------------|-----------------|
| Molly Parkhill | Alan Stephenson | Julie Thompson |
| Marcia Stoneman | Ernest Simons | Chad Merrill |
| Ann Green | Lee Anna Haney | Glenda McCarson |
| Peter Hemans | Tommy Oakman | Brenda Conner |
| Chad Donnahoo | | |

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.

Minutes Approval

Chairman McCormick informed Trustees that the minutes from the May 12, 2014, regular session had been posted to the Board Web site and a copy of the May 12, 2014 closed session minutes were mailed to Trustees prior to the meeting. Chip Gould made a motion to approve the May 12, 2014, regular and closed session minutes; it was seconded by Duke Woodhull and passed unanimously.

Nominating Committee

Committee Chair, Ken Butcher informed the Board that the Nominating Committee met and review the 2014-2015 completed nomination forms. Mr. Butcher informed Trustees that the Nominating Committee would like to recommend the following slate of officers for 2014-2015: Chair – John McCormick; Vice Chair – Chip Gould; Secretary – Molly Parkhill. Mr. McCormick asked if there were any nominations from the floor. There being no nominations from the floor, the vote was called and the slate of officer presented was unanimously approved.

Mr. Butcher also stated that the Nominating Committee recommends the following Trustees to serve on the 2014-2015 Executive Committee: Kohlan Flynn and Duke Woodhull. The 2014-2015 Executive Committee recommendations presented were unanimously approved by the board.

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:

- Budget and legislative updates have been communicated weekly in the President's Corner. As of last week, the General Assembly still had not agreed on final budget revisions for the 2014-15 fiscal year. The major item being debated is teacher salaries. Although the House and Senate agreed on the community colleges budget, with the exception of tuition increase, we still need to wait until the final budget has been approved before the College administration will have our final numbers.
- The State Board did approve a .50 tuition increase effective fall term. The new rates are now \$72 per credit hour (up to a maximum of \$1,152 per term) for resident students and \$264 per credit hour (up to a maximum of \$4,224 per term) for non-resident students. If the final budget does not include a tuition increase, refunds will be sent to students who paid the new increased tuition rate.
- A listing of Bills of Interest was linked to the June 20 President's Corner and also uploaded to the Trustees' website. There are a couple of bills that affect Blue Ridge. S734-Regulatory Reform Act of 2014 which included waivers for community colleges which offer brewing course to be allowed to sell or distribute the beer that was produced during the course. The bill did pass the Senate; however, the House version of the bill did not include this language. When referred back to the Senate, the house version H1136 was referred to the Ways and Means committee which basically means it is dead. Another bill,

H1050, did pass and was ratified into Session Law, provides for tax exemptions for non-profits who charge admissions to an entertainment activity under certain circumstances. Effective May 2014, gross receipts from any admission charge to an entertainment activity was subject to sales and use tax in accordance with the newly created NCGS 105-164.4G. The amendments to the law exempts non-profits from taxation if the entire proceeds from the event are used exclusively for the entity's non-profit purpose, the entity does not compensate anyone including those who perform, participate, and/or produce the event. This law may be beneficial to our Bookfest event.

- The College's Annual Human Resource Report has also been posted to the trustees' website for review. This year's report provides additional demographics of our full-time employees including ethnicity, residency, years of service, educational credentials, and average pay. Mr. Tommy Oakman, Human Resources Director addressed all questions.
- The College administration has hired Carolina Human Resources to conduct an employee compensation study. This study was initiated by the Human Resources Department based on the leadership team's recommendation that the College's current salary compensation plan is antiquated and no longer provides for an equitable and competitive pay scale for its employees. This firm has also conducted similar studies with other community colleges. This study is scheduled to be completed by November of this year and will be presented to the leadership team and Personnel Committee in December with a report to the full board in January.
- A new position, Chief of Campus Safety and Security, has recently been created. This full-time position will be funded through the salary savings of the reorganization of the College's facilities department. This position has become commonplace at both community colleges and universities as a function of the significant additional requirements of the Clery Act, the Campus Sexual Violence Elimination (SAVE) Act, the Violence against Women Reauthorization Act of 2013, and Title IX. With a sharp increase in campus violence across the nation, a heightened need to strengthen campus security and safety is needed. The College administration has reached out to the Henderson County Sheriff's office for their input and feedback on this position and it was well-received.
- The Joint Health Education Center (JHEC) project with Wingate University and Pardee Hospital is moving at a fast pace with the County imposed deadline of classes beginning in August 2016. Meetings between all parties have been held on a regular basis in order to meet this deadline. A copy of preliminary drawings of this building was posted to the trustees' website for review. The 1st floor would be designated for Pardee Hospital's use and the 2nd and 3rd floors would be shared space for Wingate and Blue Ridge. The meetings have been very productive and positive and we will have not only a state-of-the-art facility but also a stronger partnership with Wingate University to provide students with a seamless transition from BRCC two-year associate degree to Wingate bachelor's degree.

Review of Capital Projects

Peter Hemans presented in detail a review of the College's current capital projects and addressed all questions.

Educational Foundation Report

Ann Green, Executive Director, reported that the Foundation has received the following major gifts since the last board meeting:

- Ellen Perstein gifted \$48,033 that will provide for annual scholarships (\$1,033), a new Roper Scholarship Endowment Fund (\$32,000), and \$15,000 toward the Pay It Forward Engineering Technology Instructor position for 2014-2015.
- Louis and Judith Santiago contributed stock valued at \$5,768.50 and have designed their gift for the Blair-Santiago Family Scholarship Endowment Fund.
- AAUW Brevard donated \$9,500 with \$5,500 being awarded as 2014-15 scholarships and \$4,000 contributed for their scholarship endowment fund.

Ms. Green informed the Board that to date, more than 275 and \$395,867.83 in 2014-2015 Blue Ridge Community College Educational Foundation scholarships are available for curriculum students. The Foundation has received a new curriculum scholarship from the Pisgah Forest Rotary Club of \$1,000 for a scholarship to be awarded with preference to a student that is a resident of Transylvania County. Ms. Green also reported that Park Ridge Health has pledged \$3,500 (\$1,000 for the Faculty and Staff Holiday Party; \$1,356.45 for the Scholarship Appreciation Luncheon; \$643.55 for the Appreciation Breakfast; and \$500 for Professional Development Day).

Community Ambassador Ron Sokalski has notified the Blue Ridge Community College Educational Foundation that he has made a planned gift of a \$100,000 scholarship endowment through the Community Foundation of Henderson County. After his passing, Blue Ridge Community College Educational Foundation will receive annual scholarship awards off of the endowment.

Ms. Green stated that the Foundation Board of Directors has engaged Carter, P.C., for the 2013-2014 fiscal year audit. The Independent Auditor's Report is scheduled to be presented to the Audit Committee on August 7.

Ms. Green reminded Trustees of the Foundation Director/Board Trustee Social and Annual Fundraising Kickoff which will be held on Monday, September 8, from 4:30-5:30 in the afternoon on the third floor patio of the Technology Education Development Center. Invitations will be sent.

Student Government Association Report

SGA President, Cynthia Garcia-Tamayo reported that the last event for the Fall Semester was The American Cross Blood Drive. This event took place on Tuesday, May 6th at the Henderson County Campus. This was the 15th annual drive held on Campus by the Red Cross, with 32 units of blood being collected, making the total units of blood collected since August 2009, amount to 1,028 units. This number of collected units helped save over 3,000 lives.

April Killough, BRCC's previous Student Activities Coordinator, has moved to Maryland. Candidates for the position are currently being reviewed.

Ms. Garcia-Tamayo report on the following upcoming Events:

- A Welcome Back Breakfast for the student body will be held on Tuesday, August 26th and Wednesday, August 27th, at the Student Center from 9a.m to 11a.m. The SGA members began meeting in June to get preparations for the event started.
- A SGA Campus Wide Meeting will take place on Wednesday, August 27th and September 24th in the Presidents Dining Room, at 3p.m. The SGA members have been preparing surveys to get an idea of the concerns that will be expressed by the student body during these meetings.
- SGA will begin recruiting and signing up students for the Blood Drive, which will be Thursday, August 28th, in the TEDC Conference Hall from 9a.m to 2:30p.m.
- Club Rush Day is an event where the clubs at BRCC, get the opportunity to promote their clubs and reach out to the students, making it an effective way to get students involved. This event will be on Wednesday, September 10th and Thursday, September 11th in the Student Center, from 11a.m. to 2p.m.

Old Business

Chairman McCormick stated that, at the May board meeting, Trustees discussed amending the Board Bylaws and corresponding College Policies in regard to the delegation of hiring and firing of employees from the Board of Trustees to the College President. After discussion and all questions addressed, Kohlan Flynn made a motion to approve changes to the Board Bylaws and Policies 1.6, 1.12, 3.1, and 3.10 as presented. It was seconded by Stan Cooper and passed unanimously.

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. Dave Clavier seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

Approval of Blanket Travel Authorization

President Parkhill informed the Board that 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 Chip Gould and passed unanimously.

Approval of Revisions to 2014-15 Specific Fees and Live Projects

President Parkhill stated that the 2014-15 Specific Fees and Live Projects had been approved at a prior meeting; however, there were some additional fees for Board consideration. Dr. Parkhill reviewed the new course fees which included the Craft Beer Academy-Sensory Analysis and class materials fee, and the Phlebotomy-Professional Liability Insurance fee. After all questions were addressed, Sandy Tallant made a motion to approve the revisions to the 2014-2015 Specific Fees and Live Projects as presented. It was seconded by Ken Butcher and passed without dissent.

Approval of Level III Service Agreements

President Parkhill reviewed with Trustees the purpose of Instructional Service Agreements with other community colleges and presented details on the Level III Instructional Service Agreements with Wilkes Community College and Southeastern Community College. After all questions were addressed, Betty Gash made a motion to approve the service agreements as presented. It was seconded by Sandy Tallant and passed unanimously.

Approval of Cafeteria Renovation

President Parkhill informed the Board that the Capital Project budget for fiscal year 2015 approved by the Board of Trustees on January 13, 2014 and the Henderson County Board of Commissioners on June 2, 2014, included the renovation of the cafeteria located in the Killian Building at an estimated cost of \$100,000. The College will solicit bids for the purpose of completing the renovation of the cafeteria during August of 2014. A Request for Proposals (RFP) will be advertised, the College will hold the mandatory pre-bid conference which includes a site visit, and sealed proposals to be requested no later than July 31, 2014.

Dr. Parkhill stated that the proposals will be reviewed by the Cafeteria Renovation Committee which will include the College President, the Vice President of Finance and Operations, the Director of Facilities and the Director of Finance. Board members are also invited to participate in the review process. Award criteria will be based according to State Statute.

President Parkhill stated that since the full Board of Trustees will not meet until September, the College administration is seeking authorization for the Cafeteria Renovation Committee to select the contractor that best meets the award criteria in accordance with North Carolina Statutes, not to exceed \$100,000 in order to move forward with the renovation of the cafeteria expeditiously. Ken Butcher made a motion to approve the Cafeteria Renovation Project resolution as presented. It was seconded by Kohlan Flynn and passed unanimously.

Review of 2014 Performance Measures for Student Success

President Parkhill reminded the Board that the NC Community College System Performance Measures had changed in 2012 to better focus on student success, retention and progress. Dr. Parkhill provided details on the 2014 report and addressed some of the measures that showed slight

declines over last year. Blue Ridge Community College was above the baseline on all performance measures resulting in the additional funding allocation. All questions were addressed.

Review of Mountain Area Workforce Audits

President Parkhill informed Board Members that copies of the Mountain Area Workforce Development Board (MAWB) Audits were posted to the Trustee web site prior to the meeting. In compliance with the Federal regulations, the MAWB is required to monitor all agencies receiving financial funding under the Workforce Investment Act. The audits reviewed the financial records, policies and procedures, programmatic monitoring and enrollment goals of the College's programs in both Henderson and Transylvania counties. No findings were reported with all records in compliance with the contract and WIA 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 and look at ways to improve. Mr. McCormick reviewed the findings of the Board Effective Summary and suggested that the Board discuss some of the evaluation summary results at the upcoming Board Retreat in September. Mr. McCormick encouraged board members to meet with himself or the president if they have any concerns.

Other Comments

Chairman McCormick reminded Board Member of the following upcoming meetings:

- August 26, 2014 – Facilities Committee meeting at 8 a.m., Finance & Investment Committee meeting at 9 a.m. to include a Budget Workshop. Meetings will be held in Patton Building, Room 150.
- September 8, 2014 – Board Retreat from 12 – 4 p.m. – TEDC Conference Hall, Foundation Director/ Board Trustee Social from 4:30 – 5:30 p.m. – TEDC Patio area, Board of Trustees regular meeting at 5:30 p.m. – TEDC, Room 337.

There being no further business, the meeting was adjourned.

Chairman

Secretary