

Blue Ridge Community College
Board of Trustees Meeting
March 21, 2016, 5:00 p.m.
Henderson County Campus
Room 150

The Board of Trustees of Blue Ridge Community College met on Monday, March 21, 2016, at 5:00 p.m. on the Henderson County Campus, Room 150.

The following members were present:

Chip Gould	Dee Dee Perkins	Andrew Tate
Mark Morse	Josh Hallingse	Jeremy Gibbs
Andrew Riddle	Kohlann Flynn	Kelly Leonard
Duke Woodhull	Patricia Jones	Bill Ramsey
Betty Gash	Priya Balakrishnan	

The following members were excused:

John McCormick

Others attending:

Molly Parkhill	Alan Stephenson	Chad Merrill
Ann Green	Carolyn Alley	Maria Stoneman
Julie Thompson	Lee Anna Haney	Peter Hemans
Glenda McCarson	Brenda Conner	Chad Donnahoo
David Jones	Chad Roberson	Wendy Edney
Debbie Ward	Sherry Phillips	Patrick Staggs
Jay Alley		

Vice Chairman Chip Gould called the meeting to order and informed Trustees that Chairman John McCormick had been in the hospital but was home now recovering from his illness. Mr. Gould welcomed Trustees and guests.

Ethics Statement

Vice Chairman Gould 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.

Innovative High School/Early College/Career Academy Presentation

Vice-Chairman Gould introduced Mr. David Jones, Dr. Wendy Edney, and Mr. Chad Roberson who will be presenting information on the Innovative High School to the Board.

Mr. Jones commented on the excellent partnership between the Henderson County Public Schools and Blue Ridge Community College and thank the Board for their support. Mr. Jones presented a brief description regarding the focus of the Career Academy. Mr. Jones explained to Trustees that the Career Academy will be an alternative option to the traditional high school setting for students. The Career Academy will offer Career Technical Education (CTE) classes. This will provide choices and opportunities for students to work toward a specific career path. Mr. Jones stated that only a small percentage of students with academic and behavioral issues will be placed at the Career Academy. This will also provide an alternative for young teen mothers. Mr. Jones stated that the Career Academy will allow more opportunities for students to take college courses free of charge. All questions were addressed.

Dr. Edney provided more detail information on the CTE programs to be offered at the Career Academy. Some of the programs Dr. Edney described included mechatronics, fire science technology, transportation, food service, and Business Academy. Dr. Edney informed Trustees that we are working together on submission to the Golden Leaf Foundation on a grant for the Allied Health and Pharmacy program. All questions were addressed.

Mr. Roberson stated that the vision of the Innovative High School is a 21st Century learning environment, which would create a new home and identity for the schools involved and enhance partnerships, opportunity, and a direct relationship with higher education. Mr. Roberson presented details on the building site and preliminary design and stated that the Henderson County Commissioners and the Henderson County School Board have both approved the schematic plans. Questions arose concerning the blending with the current early college students, home school students and the projected completion date. Mr. Jones informed Trustees that there should not be any problems with the Early College as the students already interact with each other and we are committed to continuing to have a top ranked Early College. Mr. Jones also stated that discussions have already been occurring to allow dual enrollment for home school students who attend at least half a day. Mr. Jones said that the County Commissioners would like for the building to be open by August 2017.

Vice Chairman Gould thanked Mr. Jones, Dr. Edney and Mr. Roberson for attending the meeting and providing an excellent presentation to the Trustees.

Approval of Agenda

Vice Chairman Gould asked if there were any changes that needed to be made to the meeting agenda. There being none, Andrew Take made a motion to approve the agenda as presented. It was seconded by Dee Dee Perkins and passed without dissent.

Minutes Approval

Vice Chairman Gould informed Trustees that the minutes from the January 11, 2016, regular session had been posted to the Board web site and the January 11, 2016, closed session minutes were mailed to Trustees. Kohlan Flynn made a motion to approve the January 11, 2016, regular and closed session minutes; it was seconded by Mark Morse and passed unanimously.

Finance & Investment Committee Meeting

Committee Chair, Kohlan Flynn informed Trustees that the Finance & Investment Committee met jointly with the Facilities Committee on March 4, 2016. Dr. Flynn stated that the Trustees had approved the suspension of the baseball program in 2010. The College recently sold some remaining baseball items through the North Carolina Department of Administration's State Surplus program. Dr. Flynn informed the Board that the College received \$739.47 from the sale of these items. It is the recommendation of the Finance & Investment Committee to authorize the deposit of these funds in the amount of \$739.47 and the funds from the sale of any future baseball items to the Student Government Association's institutional account. The Committee's recommendation was approved unanimously.

Dr. Flynn stated that the 2016-2017 Operating budgets for both Henderson and Transylvania Counties were presented to the Finance and Investment Committee. President Parkhill reviewed the operating budgets and addressed all questions. Dr. Flynn stated that the Committee recommends approval of the 2016-2017 Operating budgets for Henderson and Transylvania as presented. The Committee recommendation was approved without dissent.

Dr. Flynn informed the Board the College had received the State Financial Audit Report for the year ended June 30, 2015. The report showed no deficiencies. Dr. Flynn also distributed a documents drafted by the Finance Department which outlines the College's internal controls as it relates to the current Financial Statement Audit.

Facilities Committee Meeting

Committee Chair, Chip Gould stated the Facilities Committee met jointly with the Finance & Investment Committee on March 4, 2016. College administration presented the Facilities Condition Assessment Program (FCAP) for both the Henderson County and Transylvania County Campuses. The FCAP reports for both counties was posted to the board web site prior to the meeting for Trustees review. Mr. Gould stated that the Committee recommends approval of the Henderson County Campus and Transylvania County Campus FCAP reports as presented. The Committee recommendation was approved unanimously. Jeremy Gibbs commended the staff on the hard work and stewardship that goes into these reports.

Mr. Gould informed Trustees that the Capital budgets for both Henderson and Transylvania Counties were posted to the board website for Trustee review. The capital budgets presented two options including and excluding bond priorities. Mr. Gould stated that since the bond had passed, the Committee is recommending approval of \$706,000 for the Henderson County capital budget and \$25,000 for the Transylvania County capital budget. A question arose concerning the long range capital plans for the Transylvania County Campus. President Parkhill stated that the

College's Facilities Long Range Plan only included a general classroom building. She stated that the College has limited acreage at the Transylvania campus for future growth. A suggestion was made to look into the option of a larger more flexible meeting space at the Transylvania campus. After discussion and all questions were addressed. The Committee recommendation was approved unanimously.

Mr. Gould informed Trustees that the Board had approved the bond priorities for the Henderson County Campus at their November meeting. However, the Transylvania County Campus bond priorities had not been identified in November. Mr. Gould stated the Committee was presented the bond priorities for the Transylvania County Campus at their meeting on March 4th and recommend the approval. After discussion and all questions were addressed, the Committee recommendation was approved without dissent.

President Parkhill presented information on the County Reserve Analysis which was posted to the board website. Mr. Gould stated that the Committee is recommending the transfer of \$412,196 from the Henderson County reserve balance for the Health Sciences Center equipment needs presented by President Parkhill. The Committee recommendation was approved unanimously.

Mr. Gould stated the Committee is also recommending the transfer of \$10,000 from the Transylvania County reserve balance for the replacement of two heat pumps. The Committee recommendation was approved unanimously.

Mr. Gould stated that Mr. Roberson made a presentation to the Committee on the building site and preliminary design of the Innovative High School, similar to the one presented to Trustees today. The Committee discussed closing the open space commons area and utilizing the space for additional classrooms. The Committee added a caveat to their approval, asking Mr. Roberson to provide the additional cost to close this open area and add the additional classrooms. President Parkhill stated that it was communicated from Mr. Roberson that the additional cost would be \$500,000. Dr. Parkhill also informed Trustees that both the County Commissioners and the School Board have already approved the schematic design of the Innovative High School/Early College/Career Academy building. President Parkhill also stated that College staff has been very involved with the design work of the construction project. Mr. Gould stated the Committee recommends the approval of the building site and preliminary design plans as presented by the architect. After discussion and all questions were addressed the Committee recommendation passed unanimously.

President Parkhill explained to Trustees that in order for the Henderson County Board of Commissioners to secure a loan for the new Innovative High School/Early College/Career Academy construction project, the Board of Trustees needs to approve a resolution to transfer the real property located on the Henderson County Campus. Dr. Parkhill stated this is consistent with North Carolina General Statutes and the County would transfer the property back to the College when the financial debt is satisfied. Dr. Parkhill also stated that the State Board of Community College must also grant approval prior to transferring the real property. Mr. Gould stated that the Committee recommends the approval of the resolution transferring real property to the County as presented. The Committee recommendation passed without dissent.

Mr. Gould informed Trustees that the College Administration has been working with the Henderson County Fire and Rescue Association (HCFRA) staff for several months to draft a revised lease agreement. Mr. Gould stated that he and President Parkhill had recently met with Rocky Hyder to review the revised lease that was drafted by our College Attorney. The HCFRA has approved the revised lease agreement, which was posted to the board website for Trustees review. College Attorney, Chad Donnahoo informed the Board that under North Carolina General Statutes, in order for the College to enter into a 30-year lease with the HCFRA, we must put out a public bid notice. A copy of the public bid notice was posted to the board website for review. Mr. Donnahoo stated that the notice must be advertised for 10 days and if no bids are received, the College can proceed with the lease agreement. However, if an upset bid is received, then the College would have to terminate the bid. After discussion and all questions were addressed, Kelly Leonard made a motion to approve the public notice and revised lease agreement with the HCFRA as presented. It was seconded by Mark Morse and passed unanimously.

President Parkhill informed Board Members that we will schedule another opportunity in May for Trustees to walk through the new Health Sciences Building. Details will be communicated to Trustees at a later date.

Curriculum Committee Meeting

Committee Chair, Bill Ramsey stated that the Curriculum Committee met on March 11, 2016. The Committee was presented an update on fall and spring curriculum enrollment numbers which reflect a decrease in enrollment numbers. Dr. Stephenson stated that the College has completed calls to non-returners from fall to spring. College staff are at this time still analyzing the data from the student calls.

Mr. Ramsey informed Trustees that the Committee was also provided information on the Associate in Fine Arts programs that have experienced low and declining numbers. Blue Ridge Community College is one of only three community colleges in the state that offers all three Associate in Fine Arts programs – Music, Art, and Drama. Instructors in these programs are working on options to promote their programs. Mr. Ramsey stated that College plans to reach out to the community to determine the interest in these programs, and determine if there is support for recruitment, retention, and employment. However, if enrollment numbers do not increase, the College will not be able to sustain three fine arts programs and is considering the option to consolidate the three programs to one combined two-year degree general Fine Arts program. Mr. Ramsey stated that if it is determined to eliminate any of the three, a teach-out period of 1-2 years will be required.

Mr. Ramsey informed the Board that the Auto Body Collision Repair, Community Spanish, and Film and Video Production programs are also showing enrollment declines. Instructors in these programs are working to promote their area of study and looking at options to increase future enrollment.

Mr. Ramsey stated that the Committee was presented with the findings from a feasibility study, approved by the Board, for a Physical Therapist Assistant Program. Due to the high cost of this program, the College Administration is not recommending approval of this program.

Mr. Ramsey informed Trustees that the College has reviewed the findings from a feasibility study for the Emergency Management Technology program and is recommending approval. Mr. Jay Alley presented details on the Emergency Management Technology program and addressed all questions. Mr. Ramsey stated that the Committee recommends approval of this program as presented. The Committee recommendation was unanimously approved.

Mr. Ramsey also informed the Board that the Committee received information on the Early Childhood Administration Certificate and the Early Childhood Pre-School Certificate. Mr. Ramsey stated these stand-alone certificates came about as a result of the Growing Greatness Race to the Top grant project led by Blue Ridge since 2014. Mr. Ramsey stated that the Committee is recommending approval of these two certificate programs as presented. The Committee recommendation passed unanimously.

Mr. Ramsey stated that the College Administration is requesting approval to begin a feasibility study for a Food Service Technology Program. President Parkhill informed Trustees that this program would be very beneficial for those students who will be attending the new Innovative High School/Career Academy. Dr. Parkhill stated that this program would provide training for entry level food service personnel and would also include food safety; however, the program will not be a full culinary program. All questions were addressed. Mr. Ramsey stated that the Committee is recommending approval for the Food Service Program feasibility study as presented. The Committee recommendation passed without dissent.

Julie Thompson provided an update on the Southeastern Advanced Molding Technology Education Center (SAMTEC). Ms. Thompson stated this center will be the only holistic, high pressure die casting and mold training center east of Illinois. SAMTEC will focus on providing quality workforce training in high pressure die cast of aluminum and magnesium parts as well as training in the production of a wide variety of plastic products through injection molding processes.

Ms. Thompson informed Trustees that the College recently received a \$550,000 Economic Catalyst grant from the Golden Leaf Foundation for the purchase of equipment to support SAMTEC and training for the new GF Linamar Company moving to the area.

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:

- The Board of Governors of the University of NC (UNC) and the State Board of Community Colleges were directed to jointly study and evaluate how a deferred admission program for students identified as academically at risk would address assisting students to obtain a baccalaureate degree in a shorter time; lowering the cost of college; decreasing debt; providing an interim degree option to increase job opportunities; and increasing access to academic counseling. The UNC Board of Regents approved their findings and recommendations. The State Board noted that the report used data from 2009, and drafted an addendum which will be presented along with the report to the North Carolina General Assembly Joint Oversight Committee for Higher Education later this month.

- The College has submitted grant applications to the Golden Leaf Foundation for equipment at our Health Sciences Building and for our 3D Printing Program at the Transylvania County Campus. We are still waiting to hear if we have been selected to receive these grants.
- The College has been awarded funds for salary and benefits for a NCWorks Career Coach who will serve Transylvania County Schools. The purpose of the NCWorks Career Coach Program is to place a community college career coach in the high schools to assist students with determining career goals and identifying community college programs that would enable students to achieve these goals. The College did not receive additional funds for a similar position at the Henderson County Public Schools (HCPS). The College is working with the HCPS to expand their current career coach program.
- Dr. Parkhill reviewed in detail the 2016-2017 Short Session Budget Priorities which were posted to the board website.
- President Parkhill updated Trustees on the potential facility that AB Technical Community College is looking at building on Airport Road. Dr. Parkhill stated that she had met with Dr. Dennis King, President of AB Tech and he communicated that there are several capital projects on the main campus of AB Tech that will take priority over this potential building project. Dr. King did state that AB Tech is looking at locating a satellite campus somewhere in the South Buncombe area in the future. President Parkhill stated that there is nothing the College can do at this time.

Financial Report

Carolyn Alley, reviewed the Current Financial Condition Report and Narrative which was posted to the Board website prior to the meeting. All Questions were addressed.

Current Capital Projects Update

Chad Merrill provided an update on completed and on-going projects for both the Henderson and Transylvania County campuses. All questions were addressed.

Educational Foundation Report

Ann Green, Executive Director, reported at their meeting on Wednesday, January 27, 2016, the Blue Ridge Community College Educational Foundation Board of Directors approved a Resolution in Support of the Connect NC Bond. They also approved \$2,966 in support of the Connect NC Bond Publicity Campaign.

Ms. Green stated that the Board of Directors ratified the action of the Finance and Investment Committee to pay out endowment awards at the 4% spending rate for 2016-2017, resulting in total awards of \$379,972. This is an increase of \$35,559 from last year's endowment awards.

Ms. Green informed Trustees of the following major gifts received since the last report to the Board:

- Liselotte Wehrheim donated \$12,500 designated for the Hans and Liselotte R. Wehrheim Scholarship Endowment.
- Carol Peim contributed \$5,000 to fund a 2016-2017 scholarship in memory of Russell Ault, Jr.
- Russell Ault, Jr., Memorial Scholarship. This scholarship is awarded in memory of Russell “Rusty” Ault, Jr., who worked part time in the Distance Learning Center at Blue Ridge Community College. This scholarship is awarded with a first preference to a student who is a single parent with childcare expenses; however, if this is not attainable or is not where a scholarship applicant has the greatest need, the award may be made to another student.
- Fundraising efforts from the 7th annual Daniel Furr Memorial Golf Tournament provided \$7,500 to the J. Daniel Furr Memorial Scholarship fund for 2016-17 scholarship awards.
- Ellen Perstein gifted \$100,000 that will provide for annual scholarships (\$372); an additional allocation to eight already established Roper Scholarship Endowment Funds (\$8,000); the establishment of a new Roper Scholarship Endowment Fund (\$40,000) in the name of Jo Ellis Roper Taylor; the Pay It Forward Engineering Technology Instructor position for 2016-2017 (\$25,000); and \$26,628 to the Pay It Forward Endowment.
- Latex Construction Company donated 1,550 pounds of Shield-Arc 70+ welding rods for the Welding Technology program. This in-kind gift is valued at \$6,045. Susan Oldham gifted a Carl Zeiss Axioscope 40 Microscope to the Arts and Sciences Department. It has a fair market value of \$6,597.50.

Ms. Green stated that proceeds from the 2016 Martin Luther King Breakfast held on January 18 at the Henderson County Campus netted \$2,081.41 for 2016-17 scholarship awards.

Trustees were asked to mark their calendars for the upcoming Foundation Appreciation Breakfast will be held at 7:45 a.m. on Wednesday, May 25.

Mr. Gould stated that the Board of Trustees annual contributions to the Educational Foundation is at 90%. Mr. Gould stated that we would like to show 100% giving from the Board as this is reported in the College’s annual report and is helpful when talking to potential donors. Mr. Gould encouraged Trustees, if they have not already given to the Educational Foundation, to do so.

Student Government Association Report

Priya Balakrishnan, SGA President reported on recent student activities including the 2016 spring commencement ceremony. The ceremony has been moved to Saturday, May 14 at 9 a.m. and will be held outside the Killian building. In the case of inclement weather, the event will be moved inside the TEDC building. The weather call will be made on Friday, May 13 at 12pm. All graduation candidates will be given two tickets in case the ceremony is moved to TEDC. In this instance ticketed guests will move to TEDC and all other guests will be moved to Bo Thomas. We currently have over 180 graduate candidates. All trustees and special guests are asked to arrive by

8:30 a.m. and park over at the back of the Sink building- where the Cosmetology program parking is.

In other news, the Inclusive Education committee hosted their annual Heritage Week with assistance from the student activities coordinators from both campuses. Heritage Week is vital to student development as it promotes diversity and cultural understanding through various mediums. This year's events included the regularly occurring food tasting at both campuses, as well as the 8x8 International Film Fest screening at both campuses, and guest speaker Bob McCarson who publishes La Voz Independiente. All events were well received.

The student activity coordinators have also been heavily involved in recruitment efforts over the past few months. On March 8 the Henderson County Campus hosted the Chamber of Commerce Junior Leaders program which consists of about 40 students from across the county. The group spend the day on campus learning about college life, and Amanda Everhart led them on a comprehensive tour.

On March 11 Rob Rhodes hosted an event at the Transylvania County Campus where students from Davidson River, Rosman, and Brevard High experienced campus through presentations led by faculty members Ben Hardy, Deanna Krause, Phillip Hosmer, Shelah Combs, Charlotte Taylor, Jay Alley, and Eric Stephens- all representing their respective academic programs.

The SGA officers will be attending the Spring N4CSGA conference in Durham, NC. The conference will cover topics relevant to student life such as networking through social media, and processes for international students. In April, both campuses will hold a Spring Picnic event and then host the SGA Awards ceremony at 6pm on April 20.

Old Business

No old business

Approval of Revised 2016-2017 Academic Calendar

President Parkhill reviewed with the Board the change to the 2016-2017 Academic Calendar regarding the revised date for the May Graduation ceremony. After all questions were addressed, Kohlan Flynn made a motion to approve the revised 2016-2017 Academic Calendar as presented. It was seconded by Betty Gash and passed unanimously.

Approval of Policy Change (Vacation Leave 3.7.1)

President Parkhill informed Trustees that it has been the practice of the College to follow the State Personnel Act. Dr. Parkhill stated that recently, the State of North Carolina revised its vacation leave policy to increase the number of hours earned per month resulting in two additional days per year granted to full-time employees. The College Administration is recommending approval to follow the leave credits for employees consistent with the State Personnel Act. Dr. Parkhill stated that if approved, this policy would be effective July 1, 2016. Jeremy Gibbs made a motion to approve the Vacation Leave Policy change as presented. It was seconded by Kelly Leonard and passed without dissent.

Approval of Revisions to Strategic Plan

President Parkhill informed Trustees that the Board had approve the College's Strategic Plan in 2013. Dr. Parkhill stated the College's President's Council recently reviewed the plan and made recommendations to streamline the College's Strategic Plan from seven strategic directions to three primary goals. Dr. Parkhill reviewed the primary goals and how they align to the College's overall mission. Kelly Leonard made a motion to approve the revised Strategic Plan as presented. It was seconded by Andrew Riddle and passed unanimously.

Review of New Employee

President Parkhill informed Trustees of a new hire. Dr. Parkhill stated this was a replacement position.

Review of Continuing Education Internal Audit Report

President Parkhill informed Board Members that a copy of the Continuing Education Internal Audit Report was posted to the Web site for their review. President Parkhill stated the College conducts an annual internal audit which reflects vice president and staff visits to on campus and off-site classes. President Parkhill stated no infractions were identified. A copy of the Internal Audit Report is attached and made a part of these minutes.

Review of Request for Use of Alcohol at Special Events

President Parkhill informed the Board of the following request for use of alcohol at special events:

- Interfaith Assistance Ministry – A Taste of Hendersonville
October 18, 2016

Comments by the Board Members

Bill Ramsey inquired about the ACCT organization. President Parkhill stated this is a national organization that advocates for community colleges at the national level, interacting frequently with federal legislators. Dr. Parkhill stated the Association of Community College Trustees (ACCT) watch national issues that impact community colleges. She stated that Trustees may attend ACCT conferences if they wish.

There being no further business Kelly Leonard made a motion to adjourn the meeting. It was seconded by Betty Gash and passed unanimously.

Chairman

Secretary