

Blue Ridge Community College
Board of Trustees Meeting
May 11, 2015, 4:00 p.m.
Henderson County Campus
Patton Building, Room 150

The Board of Trustees of Blue Ridge Community College met on Monday, May 11, 2015, at 4:00 p.m. on the Henderson County Campus, Patton Building, Room 150.

The following members were present:

John McCormick	Chip Gould
Betty Gash	Ken Butcher
Patricia Jones	Bill Ramsey
Kohlan Flynn	Jeremy Gibbs
Andrew Tate	Dee Dee Perkins
Hannah Owens	

The following members were excused:

Duke Woodhull	Sandy Tallant
---------------	---------------

Others attending:

Molly Parkhill	Alan Stephenson	Chad Merrill
Carolyn Alley	Ann Green	Lee Anna Haney
Peter Hemans	Glenda McCarson	Brenda Conner
Bob Hughes	Mike Womble	Christine Peterson
Ben Kish	Matt Gilley	Chad Donnahoo, College Attorney

Chairman McCormick called the meeting to order and welcomed 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.

Risk Management Associates

Chairman McCormick introduced Christine Peterson of Risk Management Associates, who was asked, by college administration, to present their recommendations from the College's Campus Security Assessment. President Parkhill stated the College contracted with Risk Management Associates to provide an independent and unbiased security assessment of both the Henderson and Transylvania County campuses.

Ms. Peterson presented detail information on the security report, which included a review of the College's current security program, security standards and best practices, vulnerabilities and recommendations, and a "road map" for mitigation of a campus security. All questions were addressed.

Carolina Human Resources

Chairman McCormick introduced Bob Hughes and Mike Womble of Carolina Human Resources, who was asked, by college administration, to present their recommendations from the Salary Plan study. Detail information was provided to Trustees on the reasons for the salary compensation study, the processes used for both faculty and staff plans, statistical data, specific key features of both compensation plans, and the end results. All questions were addressed.

President Parkhill stated the College's current salary plan has been in place since 1970 and this type of salary study has never been done before. Dr. Parkhill informed Trustees that the North Carolina General Assembly requires that colleges have an equitable salary plan in place before we can offer salary increases.

Marketing Committee Update

Ben Kish provided an update on the progress the Marketing Committee had made since the last report provided to Trustees at the December board retreat. Mr. Kish shared a summary of marketing strengths, challenges, and opportunities. A Marketing Plan will be presented to the Board as soon as it has been finalized and reviewed by the President's Council.

Lee Anna Haney informed Trustees that the College has contracted with Spiracle Media Company to produce several marketing commercials. A demo of some of the commercials were shown to Board Members. Ms. Haney stated that the commercial spots will be broadcast on WLOS, at the Epic Theatre, and on Social Media avenues. The commercials will also be beneficial to use in radio advertising, recruiting visits, career day events, the College Website, and presentations to civic clubs and professional organizations. All questions were addressed.

Minutes Approval

Chairman McCormick informed Trustees that the minutes from the March 9, 2015, regular session had been posted to the Board web site and the March 9, 2015 closed session minutes were mailed to Trustees. Kohlan Flynn made a motion to approve the March 9, 2015, regular session minutes; it

was seconded by Chip Gould and passed unanimously. Kohlan Flynn make a motion to approve the March 9, 2015 closed session minutes; it was seconded by Betty Gash and passed unanimously.

President's Evaluation Committee

Committee Chair, Pat Jones informed Trustees that in accordance with North Carolina Administrative Code, the President's Evaluation Committee met on April 27, 2015, for the purpose of conducting the President's annual evaluation. The Committee reviewed the president's evaluation forms that were completed by Trustees, of which we received 10 out of 14. After reviewing a summary of the evaluation forms, the committee met with President Parkhill and discussed her goals and results for the 2014-2015 academic year.

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.

The Committee also discussed the renewal of the President's employment contract, which expires June 30, 2015. The Committee recommended that the Board wait until the NC General Assembly have adopted the 2015-2017 budget and the State Board have authorized funds for this purpose before renewing the contract. Kohlan Flynn made a motion to approve the Committee recommendation to wait until the state budget has been adopted before renewing the President's contract. It was seconded by Betty Gash.

Chad Donnahoo suggested that the Board approve an amendment to the President's current employment contract to increase the term of the contract until October 1, 2015, which would allow time to review the contract after the new state budget is adopted. Kohlan Flynn amended his previous motion to increase the President's current employment contract term until October 1, 2015. It was seconded by Chip Gould and passed without dissent.

Nominating Committee

Committee Chair, Ken Butcher informed the Board that nomination forms for 2015-2016 had been posted to the Board web site. Trustees was asked to complete the nomination form indicating their interest in servings as a board officer and their committee preferences. Completed forms need to be returned to Brenda Conner. The Nomination Committee will meet in June and will report back to the full Board at the July meeting.

Chairman McCormick informed Trustees that this was Ken Butcher's last meeting as he will not be seeking reappointment to the Board. Mr. McCormick commended Ken on his dedication and support to the College and Board of Trustees. Chairman McCormick also stated that Sandy Tallant will also be rotating off the Board effective June 30, 2015

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 updated Trustees on the current bills of interest introduced in the North Carolina General Assembly session and provided detail information on the following Bills to watch: H579 (Community College Summer Courses/Funded FTE) and H754 (Community College Remediation Pilot Project.)
- Dr. Parkhill informed the Board that a visiting team from SACS will be here June 1-3 to review the College's off-site programs at Brevard High School and the Balfour Center.
- President Parkhill asked Trustees to pay close attention to the College recruitment efforts that are highlighted in the President's Report.

Financial Update

Carolyn Alley reviewed in detail the Current Condition Financial Status report and addressed all questions. Ms. Alley also presented information on the Delinquent Accounts Receivable and Student Loans Write-offs. After discussion and all questions were addressed, Ken Butcher made a motion to approve the Delinquent Account Receivable write-offs as presented. It was seconded by Andrew Tate and passed unanimously. Jeremy Gibbs made a motion to approve the Student Loans write-offs as presented, it was seconded by Bill Ramsey and passed without dissent.

Ms. Alley provided an update on the current capital projects for both the Henderson and Transylvania County campuses. All questions were addressed.

Educational Foundation Report

Ann Green, Executive Director, reported that the support and revenue totals through March 31, are \$529,160 with assets at \$10.8 million.

Ms. Green informed Trustees of the following major gifts received: Ellen Perstein gifted \$148,841 that will provide for annual scholarships (\$841); an additional \$1,000 to each already established Roper Scholarship Endowment Fund (\$8,000); a new Roper Scholarship Endowment Fund (\$40,000); the Pay It Forward Engineering Technology Instructor position for 2015-2016 (\$25,000); and \$75,000 to the Pay It Forward Endowment. The American Association of University Women-Brevard pledged \$9,500 with \$5,500 being awarded as 2015-16 scholarships and \$4,000 contributed for their scholarship endowment fund.

Ms. Green stated the Foundation has also received a gift-in-kind donation from Henderson County Robotics of two flat surface steel tables with Plexiglas sides that have security driven locks. These two cabinets (total value \$10,000) will be used by the Mechatronics Engineering Technology program to run projects in an enclosed environment. Mr. James Graves made an in-kind gift of

numerous tools and supplies to the Automotive Systems Technology program with a total value of \$17,275.40.

Ms. Green informed the Board that on April 13, 2015, the Superior Court in Transylvania County, NC, approved the termination of the George Coventry Roughgarden Student Loan Fund Trust and distribution of the Trust's property to Blue Ridge Community College Educational Foundation; with the Trust's principal and undistributed income added to the George Coventry Roughgarden Student Work-Study Endowment Fund. The Trust's assets (\$50,000 principal and \$66,336.04 income) were transferred from the College to the Foundation on May 4, 2015.

At their meeting on April 22, 2015, Blue Ridge Community College Educational Foundation Board of Directors appointed its 2015-16 officers: President Kaylyn "Katie" A. Siegmund, Vice President James "Jim" W. Rudisill, Secretary Cindy N. Walker, Assistant Secretary Molly A. Parkhill, Treasurer Hilliard Staton, Assistant Treasurer Carolyn W. Alley, and Executive Director Ann F. Green. Also, Ken D. Adams, Vikki D. Bailey, C. Page Collie, Patsy Farmer Jones, and Sandy Tallant will rotate off the Board of Directors at June 30. Carolyn W. Alley, Russ E. Henson, Mark A. Isabelli, and Hilliard Staton were appointed as new directors beginning July 1.

At their April meeting, the Board of Directors ratified the actions of the Audit Committee to engage Carter, P.C. for the 2014-15 audit. Preliminary audit work is scheduled for June 8, 2015, with fieldwork scheduled for the week of July 13.

Ms. Green asked Trustees to save the date for the Foundation Appreciation Breakfast, which will be at 7:45 a.m. on Wednesday, May 20.

Student Government Association Report

SGA President, Hannah Owens reported that on April 15 both campuses came together to honor the outstanding students in our clubs and organizations. The ceremony recognized students, advisors, and welcomed new members to our Honor Societies. During the ceremony new members of Phi Theta Kappa and the National Technical Honor Society (NTHS) were inducted.

Ms. Owens stated that students were also recognized for academic excellence. Those honored included Early College student and May 2015 graduation candidate Shanita Jackson who received the 2015 Academic Excellence Award, and Abigail Arnold who received the 2015 Rotary Club of Hendersonville Scholarship. This year's Outstanding Student Awards went to Jennifer Piper Rollins, Vice-President of Phi Beta Lambda; Zachary Rhew, President of PRiSM, and Jeramie Parris of Nursing Club, all nominated by their advisors for their upstanding dedication and commitment.

Ms. Owens informed Trustees that on April 28 seven students from both campuses visited the state capitol to address lawmakers. The group consisted of three SGA officers, three student ambassadors, and the vice-president of Phi Beta Lambda. The students were greeted by NCCCS Office staff member Daniel Alvarado who served as their tour guide for the day. Not only were the students able to speak with Daniel, but they met key members of the NC Community College office

including Karen Yerby. The students met with Senator Tom Apodoca and Representatives McGrady and Whitmire. The students extend their gratitude for this opportunity.

On April 29, both campuses hosted their annual Spring Picnic where the elections for the 2015/2016 SGA Officers were held. Over 500 people were in attendance between both campuses.

Ms. Owens stated that this will be her last meeting as the new SGA President, Priya Balakrishnan will attend the next meeting in this role. Ms. Owens expressed her appreciation for the opportunity to work with the Board and thanked Trustees for their support of the student body.

Old Business

No old business.

Approval of Salary Plan and Adjustments Resolution

President Parkhill informed Trustees that the Salary Plan documents were posted to the Board web site for review. Dr. Parkhill stated that input regarding the new salary plan was solicited from faculty, staff and the President's Council. An informational meeting for faculty and staff is scheduled for later this week.

President Parkhill stated 16 staff members and 29 faculty members were identified to receive salary increases, which would be effective in the 2015-2016 contracts if approved by the NC General Assembly.

After discussion, Kohlan Flynn made a motion to approve the Salary Plan as presented and to also approve the recommended salary increases to those employees whose current salary is below the minimum based on the proposed grade levels for staff positions and state minimums based on education and years of service for faculty positions, contingent upon availability of funds, to be effective in the 2015-2016 contracts. It was seconded by Chip Gould and passed without dissent.

Approval of Campus Law Enforcement Recommendation

Daran Dodd, Director of Campus Security presented an update and overview of the Campus Law Enforcement recommendation. Mr. Dodd provided detail information on the NC community colleges who currently have their own police force, reasons why it would be beneficial for BRCC to have a campus police force, the current model and proposed hybrid and full integration models, as well as, the initial start-up cost and savings.

Mr. Dodd stated that he has met with the Sheriffs of Henderson and Transylvania Counties and they are both supportive of this campus law enforcement recommendation. All questions were addressed.

President Parkhill stated that this would build on the Risk Assessment Plan that was presented at the beginning of this meeting. After discussion, Jeremy Gibbs made a motion to approve and authorize the College administration to begin the process of establishing a campus police

department at BRCC pursuant to NC General Statute 115D-21.1. It was seconded by Kohlan Flynn and passed unanimously.

Approval of Sink Roof Liner Replacement, NCCCS Project #2080

President Parkhill stated the roof liner on the Sink Building was originally scheduled to be replaced during the 2015-16 fiscal year. However, the roof continues to leak excessively and could potentially cause damage that could result in additional major repairs. Dr. Parkhill informed Trustees that pursuant to State policy, the College has requested approval from the system office for this emergency capital improvement project. We have received tentative approval from the system office and the request will be presented to the State Board for approval at their May meeting. Dr. Parkhill stated that due to the cost of this project, it will require approval by the Board of Trustees as well. After discuss and all questions were addressed, Ken Butcher made a motion to approve the Sink Liner Replacement, NCCCS Project #2080. It was seconded by Dee Dee Perkins and passed unanimously.

Authorization for Normal Operating Expenses for 2015-2016

President Parkhill requested approval to authorize the president, through interim provisions, to pay salaries and other ordinary expenses of the institution for the interval between the beginning of the fiscal year and the adoption of the budget resolution. She stated this is pursuant to NC General Statute 115D-57. Kohlan Flynn made a motion to approve the authorization for normal operating expenses as presented. It was seconded by Chip Gould and passed unanimously.

Approval of Brewing, Distillation and Fermentation Program Resolution

Chairman McCormick asked College Attorney, Chad Donnahoo to provided information on the proposed Brewing, Distillation and Fermentation Program resolution. Mr. Donnahoo stated the Board authorized the College administration to begin this process at the March board meeting. Mr. Donnahoo commented that this allowed for the filing of the necessary permits only. Mr. Donnahoo stated that the resolution presented for Board approval today would authorize the additional filing for wholesalers and/or retail sales permits. After discussion, Chip Gould made a motion to postpone action on this resolution at this time and resume consideration at the next scheduled board meeting. It was seconded by Dee Dee Perkins and passed without dissent.

Review of Financial Aid Audit

President Parkhill reviewed the Financial Aid audit on veteran's education benefits by the North Carolina State Approving Agency, which reported two minor non-financial discrepancies. Dr. Parkhill commented that the report stated discrepancies are rare occurrences at BRCC and commended the Financial Aid staff on their compliance with recordkeeping and reporting requirements.

Review of Level II Service Agreements

Chairman McCormick briefly described the Level II Service Agreements with Brunswick Community College and Southeastern Community College, which were posted to the Board website for review.

Review of Mountain Area – WDB Audits

President Parkhill stated the Mountain Area Workforce Development Board audits, which reviewed programmatic management for both Henderson and Transylvania Counties and the financial audit for the year ended June 30, 2014 showed no findings.

NCACCT Law Seminar Update

Bill Ramsey provided a brief overview of the NCACCT Law/Legislative Seminar and stated that when Trustees contact our legislators, they should prove the community colleges worth not just request funding.

Board Evaluation of Effectiveness

Chairman McCormick informed Trustees that the Board Evaluation of Effectiveness form had been posted to the Board web site. All Trustees were asked to complete the form and return it to Brenda Conner by the middle of June.

Closed Session

Andrew Tate made a motion to go into closed session pursuant to NCGS 143-318.11(a) (1) and (a) (3) to discuss confidential personnel matters and matters covered by the attorney-client privilege pursuant to North Carolina General Statute section 115D-27. It was seconded by Kohlan Flynn and passed unanimously.

Return to Open Session

Upon reconvening to open session and there being no further business, Chairman McCormick adjourned the meeting.

Chairman

Secretary