

Blue Ridge Community College
Board of Trustees Meeting
November 10, 2014, 5:00 p.m.
Brevard Music Center

The Board of Trustees of Blue Ridge Community College met at 5:00 p.m. on Monday, November 10, 2014, at the Brevard Music Center.

The following members were present:

John McCormick	Chip Gould
Dee Dee Perkins	Ken Butcher
Stan Cooper	Betty Gash
Andrew Tate	Sandy Tallant
Patricia Jones	Bill Ramsey
Kohlan Flynn	Jeremy Gibbs
Cynthia Garcia-Tamayo	

The following members were excused:

Duke Woodhull
Dave Clavier

Others attending:

Molly Parkhill	Alan Stephenson	Julie Thompson
Marcia Stoneman	Ernest Simons	Chad Merrill
Ann Green	Lee Anna Haney	Peter Hemans
Carolyn Alley	Brenda Conner	Chris English
Grayson Compton	Eric Maloney	Chad Donnahoo, College Attorney

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 September 8, 2014, regular session had been posted to the Board Web site prior to the meeting. Ken Butcher made a motion to approve the September 8, 2014, regular session minutes; it was seconded by Kohlan Flynn and passed unanimously.

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:

- Provided brief highlights on the articles, *“Empowering Community Colleges”*, *“Governor McCrory – LEAD Education Cabinet report”*, and *“WIOA Community College Guide”* that were shared with Trustees via email and stated these articles will be discussed in more detail at a future board meeting.
- The College hosted the Lego League Tournament on November 8. This is the second year the College has hosted this event. Fifteen schools participated this year's competition, which is a good experience for middle schools students to focus on team building along with science and math skills.
- NC Community College System budget documents were included in Trustee folders. Dr. Parkhill briefly described the proposed 2% budget cuts for the upcoming fiscal year. President Parkhill stated that the system office has recommended a \$3 per credit hour tuition increase. Dr. Parkhill also informed Trustees on recommendations for categorical funds cuts, and the elimination of small business center funds. President Parkhill reviewed the following 2015-16 budget special provisions and non-budget legislations which included: authorize summer FTE for specific classes; authorize equipment flexibility for R&R; request study of lottery funds to incentivize associate degree completion; expand agricultural and transportation classes to freshmen and sophomores through the career and college promise program.
- The SACSCOC Fifth-Year Interim Report was successfully completed and mailed. Many thanks to Carol Ann Lydon, Dr. Alan Stephenson, Lee Anna Haney, Amy Allison, Chad Merrill, and Todd McDougal who have all worked diligently and spent countless hours to develop a comprehensive report for the Commission on Colleges.
- The 2014 nursing graduates had a 90% passing rate on the NCLEX. This passing rate exceeded the rates of other neighboring colleges including: Asheville Buncombe Technical Community College 81%; Southwestern Community College 75%; South College 63%; and Isothermal Community College 84%.
- Architectural drawings of the future JHEC building design were shown to Trustees. A meeting with the architect and Wingate representatives is scheduled this week to discuss equipment needs.

- The Human Resources Department is currently conducting an internal audit on longevity pay. After 10 years of service State employees receive a percentage of longevity pay annually in a lump sum on their employment anniversary date. Some discrepancies were discovered in the internal audit in regard to over payments of longevity pay to three employees. Those employees have been notified and the College is working on repayment plans with each of the employees. We are also working with a tax attorney to provide guidance on how to handle the taxes that were withheld. There were also two employees who were underpaid and College administration are working on repayment to those employees. The College verifying credible state service on all employees.
- Vice President for Technology, Ernest Simons has submitted his letter of resignation effective December 1. Mr. Simons has accepted a position at Pitt Community College, Greenville, NC.

Review of Financial Reports and Capital Projects Update

Carolyn Alley reviewed the Financial Statements for the fiscal year ended June 30, 2014 (unaudited) and addressed all questions. Ms. Alley also provided details on the Financial Update as of September 30, 2014 which included state and county budgets for both Henderson and Transylvania Counties; collections update; and the institutional investment funds analysis. All questions were addressed.

Peter Hemans reviewed the capital projects update for both Henderson and Transylvania Counties and addressed all questions. Mr. Hemans informed Trustees that the College has saved money by using in-house personnel on some of our capital projects.

Educational Foundation Report

Ann Green, Executive Director, reported in a comparison of the foundations associated with the 58 North Carolina community colleges (fiscal year 2013 tax returns): Blue Ridge Community College Educational Foundation is second in ranking among all of Western North Carolina's community college foundations (net assets/total full-time equivalent student ratio) and fifth in ranking among all of North Carolina's 58 community college foundations (net assets/total full-time equivalent student ratio).

The Scholarship Appreciation Luncheon was held on Wednesday, September 17, 2014, at 12 p.m. in the Blue Ridge Conference Hall. Scholarship recipient and Associate in Arts student Grayson Compton, Continental Automotive Systems Human Resource Manager Alan Williams and BRCC graduate Katie Inman were the keynote speakers at the luncheon.

Contributions for the first quarter were \$59,407. Investment returns were 9.19% for the trailing 12 months. At September 30, 2014, assets of the Foundation were more than \$10.6M. At their meeting on October 22, the Board of Directors approved the College's request for \$217,770 to purchase equipment and safety items needed to begin the National Institute for Metalworking Skills (NIMS) certification process for the Computer-Integrated Machining Technology program.

Skills in the metalworking industry are certified through the earning of NIMS credentials. This allocation brings the Foundation's 2014-2015 budget to \$1.2M.

Legacy Paddlesports donated a kayak mold (\$8,000) to the College's Welding Technology program, and Cason Builders Supply contributed 15 loads of mulch, which is valued at \$7,500.

Currently 97% of individuals serving on either the College Board of Trustees or the Foundation Board of Directors have made an annual gift to the Blue Ridge Community College Educational Foundation Trustees and Directors Giving Campaign.

Instructional Designer Pat Horlick and John Brook Williams Chair for Advanced Transportation Technologies Instructor - Alternative Fuel Technology Matt Rieger served as this year's co-chairs of the Faculty and Staff Giving Campaign raising \$28,058.76.

Areas across the campus were combined as a way to even the numbers across departments for a 100% Participation Competition. At the November Campus Information Session (a College-wide faculty and staff meeting), the co-chairs will give honorable mention to one area of the College with 92% participation and will recognize another area of the College as the grand prize winner with 100% participation. In addition, every employee serving on the College Leadership Team has made a contribution to the Faculty and Staff Giving Campaign.

Through this Campaign, Vice President for Economic and Workforce Development/Continuing Education Julie Thompson has established the Julie Thompson Scholarship Endowment Fund.

Student Government Association Report

SGA President, Cynthia Garcia-Tamayo reported that on October 23, Vice President for Student Services, Marcia Stoneman and Henderson County Campus Student Activities Coordinator, Amanda Everhart met with senior leadership from the Henderson County Family YMCA. The signed contract for student use of facilities has been submitted for the fall semester. Recently, the Henderson County YMCA merged with the YMCA of Western North Carolina System. While beneficial for the community at large, the partnership would mean a potential increase in rates for BRCC students and employees.

Regarding on-campus events, both HCC and TCC are having successful semesters. HCC recently hosted Allied Health Day. Occurring on October 15, this longstanding collaboration between student services, SGA, and the Allied Health programs pulled in approximately 200 participants. The goal of the day was to represent all divisions of allied health at BRCC. Departments across campus, such as Welding and Cosmetology, supported the event by bringing their students. The Education Club and Surgical Technology Club held their annual fundraisers at the event. The Education Club raised \$734; The Surgical Tech Club raised \$328.

On November 6, SGA partnered with Donna Turner in Financial Aid for a very special event. The campus and outside community gathered to honor those who have bravely served our country. The ceremony began at 8:30 a.m. with East Hendersonville High School's Air Force ROTC raising the flag and BRCC student Priya Balakrishnan singing the National Anthem. After the flag was raised Matt Rieger and Greg Golden spoke about their service experiences.

TCC has also been heavily involved with their local community and the BRCC community as a whole. TCC's SGA Vice President Grayson Compton was this year's student speaker at the Blue Ridge Educational Foundation Scholarship Luncheon on Wednesday, September 17.

Rob Rhodes, the TCC Student Activities Coordinator has spearheaded several initiatives to help increase awareness about TCC and raise money for local organizations. On September 12, seven members of the TCC SGA volunteered at the Mountain Songfest at the Brevard Music Center. BRCC faculty member Brad Toms coordinated the group. This is the third year Rob has taken student volunteers to the festival. All proceeds of the event go to the Boys & Girls Club of Transylvania County.

On October 3, TCC hosted the 3rd annual "BRCC has Talent" in the TCC Student Center. TCC Dean Glenda McCarson, faculty member Ben Hardy, and adjunct faculty member Dr. John Clark were the judges for the event. The event raised over \$100 for a local nonprofit crisis assistance center, The Sharing House of Brevard.

In addition, on October 21, members of the TCC SGA manned a table at this year's Brevard/Transylvania County Chamber of Commerce Business EXPO. The group was dressed as characters from the Star Wars movies to fit the theme, "Hollywood." The Transylvania Times published a photo of the students in the Oct. 23 edition.

President Parkhill informed Trustees a copy of the 2014-2015 Student Government Association Budget was provided for their review prior to today's meeting. After discussion and all questions were answered, Kohlan Flynn made a motion to approve the SGA Budget as presented. It was seconded by Andrew Tate and passed unanimously.

Old Business

No old business.

Approval of Policy Changes

Chairman McCormick informed Trustees that the proposed policy changes will allow the College to meet federal requirements.

Chad Donnahoo provided a brief update on the compliance requirements and non-compliance penalties from the Department of Education in regard to the Clery Act. Mr. Donnahoo also presented details on the Campus Safe Act and the requirements for dealing sexual violence on

campus. Ken Butcher made a motion to approve the policy changes as presented. It was seconded by Chip Gould and passed without dissent.

Approval of Revised Specific and Live Project Fees

President Parkhill reviewed with Board Members the changes to the 2014-2015 Specific and Live Project Fees which included a \$65 fee for the Medical Assistant Certification course and \$66 per class professional liability insurance fee for the new Phlebotomy program.

Ken Butcher made a motion to approve the revised 2014-2015 Revised Specific and Live Project Fees as presented. It was seconded by Andrew Tate and passed without dissent.

Review 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. President Parkhill informed Trustees that these were all rehires for vacant positions.

Review of Level II Instructional Service Agreements

Chairman McCormick reviewed the purpose of Instructional Service Agreements with other community colleges and presented details on the Level II Instructional Service Agreements between BRCC and Brunswick Community College and Southeastern Community College. All questions were addressed.

Closed Session

Kohlman Flynn made a motion to go into closed session pursuant to NCGS 143-318.11(a) (1) to discuss confidential personnel information. It was seconded by Dee Dee Perkins and passed unanimously.

Return to Open Session

Kohlman Flynn made a motion that in the event that a personnel appeal hearing is requested, the College would retain Mr. Fred Barber for the purpose of advising the Board of Trustees Executive Committee in the personnel matter only. It was seconded by Ken Butcher and passed unanimously.

Other Comments

Kohlman Flynn suggested that the Board of Trustees should consider meeting on a monthly basis, and requested the board discuss this at a future meeting.

There being no further business, the meeting was adjourned.

Chairman

Secretary