

Blue Ridge Community College
Board of Trustees Meeting
September 9, 2013, 5:30 p.m.
Henderson County Campus

The Board of Trustees of Blue Ridge Community College met at 5:30 p.m. on Monday, September 9, 2013, at the Henderson County Campus.

The following members were present:

John McCormick	Chip Gould
Betty Gash	Bill Ramsey
Ken Butcher	Patricia Jones
Kohlan Flynn	Scott Elliott
Duke Woodhull	
Sandy Tallant	
Subash Magar	

The following members were excused:

Dee Dee Perkins
Andrew Tate

Others attending:

Molly Parkhill	Alan Stephenson	Marcia Stoneman
Ernest Simons	Antonia Berbrick	Julie Thompson
Chad Merrill	Ann Green	Lee Anna Haney
Brenda Conner	Glenda McCarson	Peter Hemans
Chris English	Chad Donnahoo	Candler Willis
Bill Farrell	Ronnie Pepper	

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.

Resolutions of Appreciation

Chairman McCormick read aloud a Resolution of Appreciation to past Trustees, Candler Willis, Ronnie Pepper, Teresa McCall, and Bill Farrell for their valuable service on the Blue Ridge Community College Board of Trustees. Framed resolutions were distributed and are attached and made a part of these minutes.

Oath of Office

Chairman McCormick informed the Board that Duke Woodhull has received his oath of office from the Governor's Office. A signed copy of the "Oath of Office for Board of Trustees" is attached and made a part of these minutes.

Minutes Approval

Chairman McCormick informed Trustees that the minutes from the July 8, 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 Chip Gould and passed unanimously.

Facilities and Finance & Investment Joint Committee

Chairman McCormick stated that President Parkhill shared with the Committee the Department of Education Single Audit Report which reported no findings for Blue Ridge Community College. The Committee also reviewed the 2013-2014 Proposed Institutional Budget. President Parkhill presented to the Board more specific details on the funding formula and the proposed budget. Chairman McCormick stated that the Facilities and Finance & Investment Committees recommends approval of the 2013-2014 Proposed Institutional Budget as presented. The recommendation passed unanimously.

Chairman McCormick also stated that the Committee was presented the Roughgarden Student Loan Fund annual report. President Parkhill reviewed the Roughgarden report in more detail. Mr. McCormick suggested that the College administration and attorney review the possibility of moving the administration of this fund to the BRCC Educational Foundation.

Chairman McCormick stated the Committee also received an update on the revised Capital Projects. President Parkhill stated the Capital Projects includes carry forward projects and reflects the deletion of the parking lot project, as this was determined to be a second priority funding project. The revised Capital Projects was unanimously approved per the Committee's recommendation.

President Parkhill informed the Board the College administration has been working with the Transylvania County schools to offer machining, mechatronics, and welding at Brevard High School through the Career and College Promise high school program. Transylvania County Schools has worked with the College to provide space and access for evening classes to serve the adult population. Both the College and Transylvania County Schools have invested funds for the

renovation of the Brevard high school facilities. However, the Brevard high school facility did not have sufficient space to hold all of the equipment for the machining program. The College administration is therefore recommending that the current outdoor structure on the Transylvania County Campus be enclosed and renovated to house the additional equipment. This structure is approximately 1000 square feet and can be easily expanded to a larger structure if the Board chooses to move forward on construction of another building on this site per the master facility plan. Dr. Parkhill stated that the estimated cost of the renovation is approximately \$100,000 to \$150,000 and the funds are available in capital reserves for this project. President Parkhill also stated that she had met with Transylvania County Manager, Artie Wilson and Transylvania County Commissioner Chairman, Mike Hawkins and they support this project. Mr. Chis English addressed questions concerning the specific details on the machining equipment.

Ken Butcher made a motion to approve the Transylvania County Campus-Advanced Manufacturing Project as presented. It was seconded by Scott Elliott and passed without dissent.

President's Evaluation Committee

Committee Chairman, Chip Gould reported that the President's Evaluation Committee meet on August 27 to review President Parkhill's employment contract. The Committee recommended approval to renew President Parkhill's contract with no change in salary to be retroactive to July 1, 2013 and the recommendation 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 from the report:

- A copy of the current Career Focus publication was distributed to Trustees. This edition focuses on some of the College's new manufacturing programs.
- As a result of our promotional efforts, the Associated Press picked up the Times-News article on the Brewing associate degree program. This generated a flurry of media inquiries including Fox News Carolina and a news radio station in Charlotte.
- Gabe Mixon, the instructor for EWD/CE's Craft Brew Academy and also recently hired as the Lead Instructor for the Brewing, Fermentation and Distillation Curriculum Program has won an award from the Institute of Brewing and Distillation (IBD) in London, England for receiving the highest score of the year on the General Certification in Brewing (GCB). He has been invited to London to accept the award.
- The College will submit an application to the Duke Energy Community College Grant Program. The application will be for one of Duke Energy's Economic Development Target Markets: Food/Beverage Manufacturing. Equipment will be requested to enhance the Brewing, Distillation, and Fermentation Technology program.

- Trustees were invited to attend the Transylvania County JobLink Career Center Open House on September 16, from 3 – 5 p.m. at the TCC – Strauss Building.
- The State Board of Nursing has released the passing rates on the National Council Exam. Blue Ridge Community College had a pass rate of 83% from the ADN graduates who sat for the exam. This reflects a higher average than surrounding community colleges.
- The College also received notification from the National Board of Surgical Technologist and Surgical Assisting that 100% of our Surgical Technology graduates passed their national certification exam.
- The Basic Law Enforcement Technology (BLET) graduates passed their State exam with a 100% pass rate.
- The Division of Economic and Workforce Development/Continuing Education has created the Blue Ridge Community College Culinary Institute for the purpose of offering workforce training to those working in the culinary field, as well as personal-interest culinary course for the community. This fall, the Culinary Institute will offer more than 20 courses including 7 courses at Mayberry's in Transylvania County and courses at Burnt Shirt Vineyards, St. Paul Vineyards, Dandelions, the Poe House, and Falderal Winery in Henderson County.
- With the purpose of introducing additive technology to the community, the Continuing Education Division began offering 3D printing course in August. This training introduces participants to how 3D digital design and additive technology can reveal new ideas and provide fresh inspiration for business and manufacturing projects. Course are held in a newly equipped and renovated classroom, the Blue Ridge Innovation Lab in the Applied Technology Building on the Transylvania County Campus.

Educational Foundation Report

Ann Green, Executive Director, reported support and revenue for 2012-13 totaled \$1.4 million with assets at \$9.6 million. Investment returns for the fiscal year were 9.97%. The Educational Foundation also received an unmodified (clean) opinion from the Independent Auditors' Report which was prepared by Carter, P. C., for the 2012-13 fiscal year. The Auditors' Report was posted to the web site for Trustees to review.

The Board of Directors approved College Vice President for Finance and Operations Antonia Berbrick as a director and its assistant treasurer. Sunnybrook Assisted Living President Katie Inman was approved as a new director to the Board. Katie is a Blue Ridge Community College alumna and a Blue Ridge Community College Community Ambassador. Budget requests submitted by the College to the Board of Directors, along with other Foundation funds, rendered an approved budget of \$934,678.75 for 2013-14.

The Foundation received the following new scholarships: John Almert funded a new \$2,500 scholarship for the 2013-14 academic year. The Ruby Marie Almert Memorial Scholarship is awarded in memory of Ruby Marie Almert who taught piano lessons for 50 years. The scholarship is awarded to a student enrolled in the Fine Arts - Music curriculum with a first preference to a recipient studying piano; however, if this is not attainable, the award may be made to another student enrolled in Fine Arts - Music. The North Carolina Law Enforcement Women's Association

Scholarship has started a semi-annual scholarship awarded to a female Criminal Justice Technology or Basic Law Enforcement Training (BLET) student. The recipient will be invited to attend the Association's annual banquet. Carolina Training Associates gifted a Robotino Pen (valued at \$5,000). It will be used in the Mechatronics Lab for robotics and automation training.

Now through September 30, nominations are being accepted online for the following BRCC faculty and staff awards:

Dr. Eliza B. Graue Extra Mile Award
Dr. and Mrs. William D. Killian Outstanding Teacher Award
(nominations by full-time faculty only)
Dr. Molly A. Parkhill Staff Person of the Year Award
Dr. David W. Sink Jr. Community Service Award
Wellness Employee of the Year

All of the award recipients will be presented a monetary gift at the College Faculty and Staff Holiday Party on Tuesday, December 10, 2013, and announced at the December 17, 2013, graduation ceremonies.

In September the Foundation will kick off its annual campaign starting with College trustees and Foundation directors. This year's Faculty and Staff Campaign, chaired by Jack Igelman and Melodee Leyshon, will kick off on September 11 and will conclude on September 30. The Foundation will celebrate our students and donors at the Scholarship Appreciation Luncheon on Wednesday, September 18.

The 2013 Fall Community Ambassador Program commenced on Wednesday, August 21 with 24 participants from both Henderson and Transylvania Counties. Upon graduation from the Program, these Community Ambassadors graduates will join more than 90 other CAP graduates to help build relationships that encourage involvement and investment. Area high school principals and counselors will be invited to participate in the Spring 2014 Community Ambassador Program.

Student Government Association Report

SGA President, Subash Magar, reported that a "Welcome Back" event was held on both Henderson and Transylvania County Campuses for returning students. The SGA is committed to serving both the American Red Cross and the Blood Connection on campus. Several blood drives will be held on campus throughout the coming year.

Mr. Magar presented the Student Government Association budget to Trustees. Questions arose concerning the surplus of funds. President Parkhill stated that the SGA is looking at doing some improvements to the volleyball and basketball courts and other capital projects to support students. Kohlan Flynn made a motion to approve the SGA Budget as presented. It was seconded by Pat Jones and passed without dissent.

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

Approval of 2014-2020 Strategic Plan

Chairman McCormick asked Dr. Chad Merrill to present the 2014-2020 Strategic Plan to the Board. Dr. Merrill informed Trustees that this process began in 2012 with focus group meetings held with stake holders, faculty and staff, and trustees to gain feedback. The information that was collected was then presented to the President's Council for their review. Dr. Merrill reviewed details of the 2014-2020 Strategic Plan which included a revised Mission Statement and addressed all questions.

President Parkhill stated if Trustees would like to take more time to review the strategic plan, this item of business could be tabled to the November meeting. Dr. Parkhill informed the Board that this is a working document that will continue to change and evolve. A recommendation was made that bullets be used in the document as opposed to letters/numbers, so that each direction is given equal priority. Bill Ramsey made a motion to approve the 2014-2020 Strategic Plan with the recommended change. It was seconded by Betty Gash and passed unanimously.

Approval of Carl D. Perkins Allotment and Options 2013-2014

Chairman McCormick informed Trustees that in order to accept our allotment under the Carl D. Perkins act, the College is required to have Board approval. Dr. Parkhill reviewed with Board Members how the College proposes using this year's allotment of \$90,735 and addressed all questions. Chip Gould made a motion to approve the Perkins Allotment and Options for 2013-2014 as presented. It was seconded by Kohlan Flynn and passed unanimously.

Review of Program Audit Report FY 2012-2013

President Parkhill informed the Board that the College has received the State Program Audit for fiscal year 2012-2013, which was posted to the Board Web site prior to this meeting. Dr. Parkhill reviewed in detail the two areas of concern which were noted in the audit and informed the Board these areas of concern have been addressed with appropriate corrective action.

Review of 2013 Performance Measures for Student Success Report

President Parkhill stated the North Carolina Community College System (NCCCS) launched a new set of accountability measures to gauge student success and Blue Ridge Community College performs at the top when compared to other community colleges across the state. The Performance Measures for Student Success are a result of [SuccessNC](#), NC Community Colleges' three-year strategic plan. The new measures were developed by a committee comprised of college leadership, faculty and staff with various areas of expertise and insight, and were enacted into law by the General Assembly in June 2012.

The new, annual accountability report includes eight performance measures: Basic Skills Student Progress, GED Diploma Passing Rate, Developmental Student Success Rate in College-Level English Courses, Developmental Student Success Rate in College-Level Math Courses, First Year Progression, Curriculum Student Completion, Licensure and Certification Passing Rate, and College Transfer Performance. The report is based on data collected during the previous academic year, with system-wide baselines and goals for each measure based on the prior three years of historical data.

Blue Ridge Community College was one of only three community colleges that met or exceeded the goal on four of the eight performance measures. Those included Developmental Student Success Rate in College-Level Math Courses, First Year Progression, Licensure and Certification Passing Rate, and College Transfer Performance. Blue Ridge performed above the baseline on all measures.

Scoring second highest in the state, the report showed that 98.6% of Blue Ridge Community College students who transferred to a four-year university or college earned a 2.0 GPA or better after two semesters at the transfer institution.

Review of Level II Service Agreements

Chairman McCormick informed Trustees the Level II Instructional Service Agreements with Brunswick Community College and Southeastern Community College were posted to the Board Web site for their review. President Parkhill provided details the two service agreements and addressed all questions. A suggestion was made that the College administration should look into ways to recognize the faculty who work to deliver these programs beyond our normal boundaries that impact a greater number of students across the state.

2013-2014 Committee Appointments & Election of Executive Committee Vacancy

Chairman McCormick informed Trustees there is a vacant elected position on the Executive Committee. Mr. McCormick opened the floor up for nominations for this position. Chairman McCormick nominated Scott Elliott; it was seconded by Ken Butcher and passed with our dissent. Mr. McCormick made the following committee appointments:

Standing Committees:

Executive Committee

Board of Trustees Chair
Board of Trustees Vice-Chair
Dee Dee Perkins (*appointed*)
Chip Gould (*elected*)
Scott Elliott (*elected*)

Facilities Committee

Chip Gould - Chair
Duke Woodhull
Betty Gash
Board of Trustees Chair

Curriculum Committee

Scott Elliott– Chair
Sandy Tallant
Bill Ramsey
Dee Dee Perkins
Board of Trustees Chair

Finance & Investment Committee

Kohlan Flynn – Chair
Pat Jones
Ken Butcher
Board of Trustees Chair

Ad Hoc Committees:

Nominating Committee

Ken Butcher – Chair
Andrew Tate
Scott Elliott

President’s Evaluation Committee

Pat Jones – Chair
Kohlan Flynn
Board of Trustees Chair

Other Comments

A question arose concerning the use of the ball field. President Parkhill stated that the field was currently being leased out by Next Level of WNC.

Closed Session

Kohlan Flynn made a motion that the Board of Trustees’ enter into closed session pursuant to General Statue 143-318.11(a) (1) and (3) to consider a student appeal matter that is privileged and confidential pursuant to the Family Records Privacy Act and to consider matters protected by the attorney-client privilege. It was seconded by Scott Elliott and passed without dissent.

Upon reconvening, Chairman McCormick stated that there being no further business, the meeting was adjourned.

Chairman

Secretary