

Blue Ridge Community College
Board of Trustees Meeting
September 27, 2016, 9:30 a.m.
Henderson County Campus
TEDC, Room #205
Special Call Meeting

The Board of Trustees of Blue Ridge Community College met on Tuesday, September 27, 2016, at 9:30 a.m. on the Henderson County Campus, TEDC, Room #205 for a Special Call Meeting. A distance learning opportunity was provided at the Transylvania County Campus.

The following members were present:

John McCormick	Chip Gould	Andrew Tate
Patricia Jones	Mark Morse	Betty Gash
Jeremy Gibbs	Andrew Riddle	Kohlan Flynn
Kelly Leonard	Josh Hallingse	Duke Woodhull

The following members were excused:

Bill Ramsey	Susan Robinson	Elizabeth Mallard
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Others attending:

Molly Parkhill	Chad Merrill	Carolyn Alley
Lee Anna Haney	Peter Hemans	Glenda McCarson
Brenda Conner	Chad Donnahoo	

Chairman McCormick called the meeting to order and welcomed Trustees 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.

Approval of Agenda

Chairman McCormick asked if there were any changes that needed to be made to the meeting agenda. There being none, Andrew Tate made a motion to approve the agenda as presented. It was seconded by Mark Morse and passed without dissent.

Chairman McCormick reminded Trustees of the Innovative High School ground breaking ceremony to be held tomorrow, September 28 at 10 a.m. at the site location.

Review and Selection of Architect(s)

Chairman McCormick asked Facilities Committee Chair, Chip Gould to lead the discussion on this agenda item.

Mr. Gould stated that the Facilities Committee normally reviews this process however it was decided to combine this with the special call meeting today. Trustees will need to discuss and either approve an architect or recommend top candidates to then go through an interview process.

Mr. Gould briefly described the two projects, Spearman Building Addition-#2107 and Sink Building Renovation-#2108, that architectural firms submitted bids on. Mr. Gould also thanked Trustee, Duke Woodhull for his diligence in looking through the process and stated that the College is held to specific standard by the State in regard to this process. Ms. Carolyn Alley provided details on the designer selection process for major projects as outlined by the North Carolina Community College System Capital Improvement Guide. Ms. Alley informed Trustees the College must publicly advertise using the State's template and must use the ten criteria that are State mandated; however the College has the option to include additional criteria if they wish. All questions were addressed.

Mr. Gould informed Trustees that several board members and staff had reviewed and ranked the submitted proposals. A weighted evaluation matrix for each of the two projects was provided to Trustees. Ms. Alley reviewed the weighted criteria, ranking system, and results. Discussion arose concerning other projects that the top firms have worked on, the need to use one architect for both projects, and the interview process. After discussion and all questions were addressed Jeremy Gibbs made a motion to award the designer services contract for both Projects #2107 and #2108 to LS3P with the requirement that the architect be available at the College's discretion. Duke Woodhull seconded the motion and it passed unanimously.

Review of Presidential Search Timeline

President Parkhill excused herself from the meeting and presidential search discussion. Chairman McCormick reviewed with Trustees the importance of their task in selecting the next president of the College, as well as the State's presidential selection process. Mr. McCormick also review with Trustees the presidential search timeline. After discussion, Kohlan Flynn made a motion to approve the timeline as presented. It was seconded by Kelly Leonard and passed unanimously.

Review of President's Job Description

Chairman McCormick asked Trustees to review the President's Job Description which was approved by the Board in 2007 and provide any changes needed. Discussion arose concerning the deletion of the reference to intercollegiate athletics, changes to the educational requirements and prior experience, and the need to add additional language regarding other duties and responsibilities.

Chairman McCormick asked the College Attorney, Chad Donnahoo to draft a revised President's Job Description based on today's discussion. Kelly Leonard made a motion to approve the President Job Description subject to the stated revisions. It was seconded by Betty Gash and passed unanimously.

Mr. Donnahoo stated that he would send the revised document to Trustees asking Board Members to send any changes to Brenda Conner. Chairman McCormick stated that if no changes were suggested after Trustees review the revised document, that the motion to approve would stand.

Review of Composition/Selection of Presidential Search Committee

Chairman McCormick informed Trustees that a presidential profile survey was uploaded to the Board website for their review. This survey will be provided to faculty, staff, students, and the community. Discussion arose regarding target groups to send the survey to and the value this tool will provide to stakeholders. It was suggested the survey be posted to the College's website and published to the community. After additional discussion on the type of survey instrument to use and publishing dates, Mark Morse made a motion to approve the Presidential Profile Survey. It was seconded by Pat Jones and passed without dissent.

Request for Proposal for External Search Consultants

Chairman McCormick suggested that all Trustees serve on the Presidential Search Committee as this is one of Board Members most important roles. There was discussion on who should serve as external members of the Presidential Search Committee. It was suggested that an engagement letter be drafted for external committee member to outline their commitment, roles, and restrictions. Mr. Chad Donnahoo will draft an engagement letter and send to Trustees for their approval. After further discussion on the committee's composition and responsibilities, Andrew Tate made a motion to approve the following to make up the membership of the Presidential Search Committee:

- All Board Members
- Current Student Government Association President – Elizabeth Mallard
- Current Faculty Council Chair – Bill Barry
- Staff Representative – appointed by President Parkhill
- Henderson County Public Schools Superintendent – Bo Caldwell
- Transylvania County Public Schools Superintendent – Jeff McDaris

The motion was seconded by Mark Morse and passed unanimously.

Chairman McCormick informed Trustees that the presidential search could be done by either the College's internal HR department or by an external search firm. After discussion and all questions were addressed Kohlan Flynn made a motion to approve using an external search firm for the presidential search process. It was seconded by Andrew Tate and passed without dissent.


Board Members were provided an RFP and listing of external firms that have experience with presidential searches. After discussion and all questions were addressed, Kohlan Flynn made a motion to approve the RFP and external firms listing. It was seconded by Kelly Leonard and passed without dissent. The RFP will be sent to each of the external firms with a deadline to return proposals by October 14.


Schedule Next Meeting Date

Chairman McCormick informed Trustees that the next Special Call meeting of the Board will be on October 17, 2016 at 5 p.m. Details regarding the meeting location and agenda will be sent out prior to the meeting date.

Comments by the Board Members/Adjourn

There being no further business, Andrew Tate made a motion to adjourn the meeting. It was seconded by Pat Jones and passed unanimously.


Chairman


Secretary