

Blue Ridge Community College
Board of Trustees Meeting

November 13, 2017, 5:00 p.m.
Transylvania County Campus
Room 140

The Board of Trustees of Blue Ridge Community College met on Monday, November 13, 2017, at 5:00 p.m. on the Transylvania County Campus, Room 140.

The following members were present:

Chip Gould	Jeremy Gibbs	Betty Gash
Maxwell George	Josh Hallingse	Patricia Jones
Kelly Leonard	John McCormick	Bill Ramsey
Kathy Revis	Andrew Riddle	Susan Robinson
Duke Woodhull		

The following members were excused:

Mark Morse	Andrew Tate
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Others present:

Laura Leatherwood	Kathy Allen	Carolyn Alley
Kirsten Bunch	Glenda McCarson	Chad Merrill
Julie Thompson	Ann Green	Steve Young
Chad Donnahoo	Daran Dodd	Lee Anna Haney
Peter Hemans	Brenda Conner	Tammy Pryor

Chairman Gould called the meeting to order and welcomed Trustees and guests.

Ethics Statement

Chairman Gould read the following Ethics Statement:

Board Members, Madam President, 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.

Recognition of Andrew Tate

Chairman Gould informed the Trustees that Andrew Tate has secured a new job with the North Carolina Railroad in Raleigh and was unable to attend the meeting to be recognized in person. Mr. Gould displayed a glass award that will be given to Mr. Tate in appreciation of his service. Mr. Gould then summarized his work with the Board since 2008 including serving as the liaison to the North Carolina State Ethics Commission on behalf of the Board and his work with the following Board committees:

- Executive Committee
- Facilities Committee
- Nominating Committee
- President's Evaluation Committee
- Presidential Search Committee
- Audit Committee

Approval of Agenda

Chairman Gould asked if there were any changes that needed to be made to the meeting agenda. John McCormick made a motion to approve the agenda as presented. The motion was seconded by Josh Hallingse and passed without dissent.

Approval of Consent Agenda

Chairman Gould reviewed the following Consent Agenda and asked if there were any items that need to be moved to the regular business agenda.

- Approval of Minutes - September 18, 2017 regular session
- Approval of 2018-2019 Academic Calendar
- Approval of Current Policy Change and New Policies
 - 1.6 - Powers and Duties of the President
 - 2.29 - Campus Free Speech (New)
 - 4.30 - Absence for Military Service (New)
 - 8.6 - Information Technology Digital Technology Accessibility (New)
- Review College's Annual Security Report
- Review of Request for Use of Alcohol at Special Events
- Review of New Employees

Josh Hallingse made a motion to approve the Consent Agenda as presented. It was seconded by Duke Woodhull and passed unanimously.

Facilities and Finance & Investment Committees Joint Meeting

Facilities Committee Chair Duke Woodhull informed Trustees that the Committee met jointly with the Finance and Investment Committee on October 23. Mr. Woodhull reported that architectural firms who submitted letters of interest for Phase II of the Sink Building project were reviewed and rated by several people including Trustees and College staff.

An information sheet and the weighted matrix used to evaluate the architects were posted on the board website. After a review of the project by Dr. Chad Merrill, Mr. Woodhull stated that LS3P emerged unanimously as the top ranking firm. After discussion and with all questions addressed, the Committee recommendation passed without dissent.

Mr. Woodhull then asked Dr. Merrill to provide an update on the 2017-18 Schedule of Capital Projects. Dr. Merrill presented details on the progress of capital projects scheduled for this year along with photos of the Sink Building project (Phase I) renovations. Dr. Merrill and Mr. Hemans addressed all related questions.

Finance and Investment Committee Chair Kelly Leonard informed the Trustees that state auditors arrived on November 13 to commence the audit of the College's financial statements for the year ended June 30, 2017. He stated that the auditors would be onsite for several weeks and that he anticipates receiving an unqualified audit opinion (clean audit).

Mr. Leonard then asked Carolyn Alley to report on the final formal financial statements for 2016-17 (unaudited) and to provide the first quarter financial update (2017-18).

Ms. Alley reminded the Trustees that the financial statements presented are unaudited. She stated that the financial statements are prepared in accordance with accounting principles generally accepted in the USA as prescribed by the Governmental Accounting Standards Board (GASB). Ms. Alley shared that the financial statements consist of three parts: management's discussion and analysis, financial statement exhibits, and notes to the financial statements. Ms. Alley presented details on the financial statements including the following:

- Change in restricted expendable funds due to a decrease in the amount due from the Golden Leaf Foundation for the Southeastern Advanced Manufacturing Technology Education Center (SAMTEC) and Health Sciences Center grants
- Review of chart illustrating the relationship of the State retirement plan's net investment income to the plan's net pension position and the impact to the College's financial position
- Decrease in state capital aid
- Increase in county capital aid due in part to a non-cash county appropriation for the Innovative High Schools

After all questions were addressed, Ms. Alley provided an update on the first quarter financials which included a state budget analysis as well as analysis on Henderson and Transylvania County funds. She stated that all full time salaries and benefits and all known contracted services have been encumbered and are reflected on the budget analysis report. She shared that part-time salaries and supplies are not included in the encumbrances and that the College has a "healthy" state budget at this point in time. Ms. Alley noted that the unspent amount in the Henderson County Campus (HCC) operating budget is \$523.88 as of September 30, 2017. She noted that there were unanticipated expenditures out of the HCC operating budget and stated that the College has sufficient funds in the HCC reserve to pull from. Ms. Alley concluded her report with

an institutional and short term investment fund (STIF) funds analysis, and a collections update. All questions regarding the first quarter financial update were addressed.

President's Report

President Leatherwood informed Trustees that a copy of the President's Report has been posted to the Board website for their review. Dr. Leatherwood 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.

Dr. Leatherwood shared that she has consulted with the Board Chairman before accepting invitations to serve on local boards and that she is hoping for invitations to join Boards in Transylvania County soon. She reported the following Board involvement since the September meeting:

- Henderson County Chamber of Commerce - meetings on September 18 and October 16
- Henderson County Partnership for Economic Development - Board Orientation on October 16; Annual Celebration along with several College employees on October 12; Board meeting and Farewell Gathering for Andrew Tate on October 25; Workforce meeting on November 2
- Mountain Area Workforce Development - networking and Board meetings on September 26 and October 24
- National Technical Honor Society- meeting on September 26
- Park Ridge Health - accepted invitation to Board; first meeting end of November

President Leatherwood stated that reaccreditation is a top priority and provided the following progress report in regard to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reaccreditation:

- Assessment Plans and Action Plans have been completed
- A draft of the Compliance Certification Report will be sent in December
- The final Compliance Certification Report will go to SACSCOC by March 1, 2018

Dr. Leatherwood reminded the Trustees that regular meetings of the Board are held on the second Monday in January, March, May, July, September and November. For November 2018, the second Monday falls on the Veterans Day holiday. Therefore, the November 2018 regular meeting will be held on the third Monday, November 19, 2018.

Dr. Leatherwood distributed a flyer and told the Trustees that Brevard College is now offering half-tuition scholarships to all BRCC graduates. She stated that the lettering of "Molly A. Parkhill Building" has been added to the north side of the Innovative High Schools building.

With the holidays approaching, Dr. Leatherwood reminded the Trustees of the gift bans associated with the State Government Ethics Act and distributed a newsletter created by the North Carolina State Board of Elections & Ethics Enforcement that summarized gift bans and provided general information on a few of the common gift-giving situations and holiday events.

Next, President Leatherwood recognized BRCC Chief of Police Daran Dodd to provide a Police and Public Safety update. Officer Dodd gave a comparison of 2016 and 2017 (year-to-date) incident reports and calls for service. He also reported on College and community involvement including:

- “Coffee with a Cop” to connect with and get to know students
- “Pill Drop” with the Henderson County Sheriff’s office on the Henderson County Campus
- Mass violence scenario training with Transylvania County emergency service agencies on the Transylvania County Campus

Then Dr. Leatherwood called on Lee Anna Haney to share news on current marketing initiatives. Ms. Haney gave a comprehensive overview of the spring 2018 Enrollment Campaign components including:

- Recent enhancements to the College website
- Ads utilizing print media, digital media and billboards
- Google and Facebook ads
- Radio and broadcast media
- Strategically distributed flyers
- Targeted direct mail

Discussion followed and all questions were answered.

Dr. Leatherwood added that the 2016-17 Annual Report is now available and for the Trustees to let her know if they need printed copies to distribute. Dr. Leatherwood concluded her report by thanking Mr. Dodd and Ms. Haney for their participation and expressed her appreciation to the Leadership Team for their hard work and dedication to the College.

Educational Foundation Report

Educational Foundation Executive Director Ann Green reported total Foundation support and revenue of \$452,188 and assets of \$11.5 million at September 30, 2017. She further reported investment returns of 11.55% and 7.31 % for the last twelve months and the trailing five years, respectively. Ms. Green reported on a major gift received from Mr. and Ms. Louis R. Santiago. The gift consisted of 20 shares of PNC Financial Services GP stock valued at \$2,524.20 to the established Blair-Santiago Family Scholarship Endowment, which brings their additions to the Endowment to \$10,063.12 for the 2017-18 academic year.

Ms. Green also provided an update on the 2017-18 Faculty and Staff Giving Campaign. The campaign was co-chaired by BRCC employees Lynde Mickey and Rob Rhodes and has raised-to-date gifts totaling \$26,998.35.

Ms. Green shared that the final class and graduation for the fall 2017 Community Ambassador Program participants will be held on Wednesday, November 15. This will be the eleventh class to graduate and will result in more than 200 Blue Ridge Community Ambassadors in our community.

Ms. Green concluded her report with news of the passing of a major donor on October 18, 2017. Since 1993, Ms. Ellen Perstein has established 12 endowed scholarships with Blue Ridge Community College Educational Foundation. In 2006, she provided an initial gift to establish the Pay It Forward Endowed Chair Fund and once it is fully funded at her death, the endowed chair fund should approximate one million dollars.

Student Government Association Report

SGA President Maxwell George provided the following SGA update:

- Several well-attended events were held in October to serve students and to stimulate student interest in programs:
 - College Night (CACRAO)
 - Allied Health Day
 - Fall College Transfer Fair
- Blood drives were held on both campuses (TCC on October 19 and HCC on October 31)
- Sponsored the 4th Annual Veterans Day Ceremony on November 9
- Actively pursuing ways to engage students and increase involvement in student clubs

In conclusion, Mr. George stated that the SGA voted to have a float in the Hendersonville Christmas Parade on December 2. They are currently brainstorming ideas for a theme and are planning to collaborate with other clubs for involvement.

Old Business

No old business.

New Business

Duke Woodhull informed the Trustees that the College did not receive any bids for the Spearman Building project and had to re-advertise. The new deadline for bids is 3 p.m. on Thursday, November 16. Discussion followed and in order to mitigate further delay of the project, the Trustees decided to schedule a special called meeting on Monday, November 20 to review bids and approve a contractor for the project, provided bids are received.

Chairman Gould and Chad Donnahoo led a review of the Innovative High Schools Building water and sewer easements. Mr. Donnahoo explained that the documents presented are draft copies that were sent to the State Office for approval in October. After discussion and all questions were answered, a motion was made by Kelly Leonard to approve the Innovative High Schools Building water and sewer easements subject to approval by the State and subject to final review and editorial changes by the College attorney, and to authorize the Chairman of the Board to sign the easements on behalf of the Board. The motion was seconded by Duke Woodhull and carried without dissent.

Dr. Leatherwood called on Julie Thompson to present the 2017-2019 Accountability and Integrity Plan (Plan) for the Division of Economic and Workforce Development/Continuing Education. Ms.

Thompson highlighted several areas of the Plan and shared that the Plan reflects an ongoing effort to:

- Review programs for relevancy, rigor and quality
- Develop goals for growth and sustainability
- Ensure state budget compliance
- Respond to demands to align programs with governing requirements and industry needs

After all questions were answered, a motion was made by Bill Ramsey to approve the Plan as presented. The motion was seconded by John McCormick and carried without opposition.

Dr. Leatherwood and Chad Donnahoo led a review of the North Carolina Retirement Systems Division letter regarding contribution-based benefit cap legislation. The letter is generated to advise of potential pension spiking which can create unusually high unforeseen budget liabilities. The legislation applies to members who are eligible to retire with an average final compensation of \$100,000 or higher and only directly impacts a small number of those individuals. It requires the last employer to pay the additional contribution required to fund the member's retirement benefit in excess of the cap. Dr. Leatherwood was the only employee listed on the-report. Chad Donnahoo mentioned the formula shown near the end of the letter, noted that there are many variables and that the amount is reduced based on length of service. All questions were answered.

Comments by the Board Members

Chairman Gould reminded the Trustees that Andrew Tate was listed as a Board Ethics Liaison with the North Carolina State Ethics Commission. Dr. Leatherwood is also a Board Ethics Liaison and will continue to fulfill this role for the Board going forward.

Adjournment

There being no further business, Kelly Leonard made a motion to adjourn the meeting. It was seconded by John McCormick and passed without dissent.

Approved by: Chip Gould, Chair

Approved by: Laura B. Leatherwood, Secretary