

Blue Ridge Community College Board of Trustees

July 9, 2018, 5:30 p.m.
Henderson County Campus
Patton Building, Room 150

The Blue Ridge Community College Board of Trustees met on Monday, July 9, 2018, on the Henderson County Campus.

The following members were present:

Betty Gash	John B. "Chip" Gould	Josh Hallingse
Nathan Kennedy	Kelly Leonard	John McCormick, Jr.
Mark Morse	William Ramsey	Kathy Revis
Andrew Riddle	Susan Robinson	Richard "Duke" Woodhull, Jr.

The following members were excused:

Lilly Blankenship	Jeremy Gibbs	Patricia Jones
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Others present:

Kathy Allen	Carolyn Alley	Kirsten Bunch
Daran Dodd	Chad Donnahoo	Chris English
Ann Green	Lee Anna Haney	Ben Hardy
Peter Hemans	Laura Leatherwood	Carol Ann Lydon
Glenda McCarson	Chad Merrill	Tommy Oakman
Tammy Pryor	Steve Young	

Chairman Gould called the meeting to order at 5:30 p.m. He gave a special welcome back to Trustee Betty Gash (returning after a short medical absence) and welcomed newly appointed Vice President for Economic and Workforce Development / Continuing Education Chris English to his first board meeting as a college vice president.

Ethics Statement

Chairman Gould read the following Ethics Statement:

"Board Members, Madam President, financial and administrative staff:
You are reminded that you have a duty to avoid all conflicts of interest, potential conflicts of interest, and appearances of conflicts of interest.
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 Gould then entertained a motion to approve the meeting agenda. Mark Morse moved to approve the agenda as presented. The motion was seconded by John McCormick and passed unanimously.

Approval of Consent Agenda

Chairman Gould asked all Trustees to open the folder provided at the beginning of the meeting and to read the enclosed minutes from the closed session held on May 14, 2018. After pausing, Mr. Gould read aloud all the items listed on the Consent Agenda:

- Approval of Minutes – May 14, 2018 regular session
- Approval of Minutes – May 14, 2018 closed session
- Approve Policy and Procedure Changes:
 - 6.2.1 Faculty Work Load
 - 3.6.3 Holidays
 - 3.3.3 Non-Renewal of Contracts
 - 3.8.1 Salary Plan
 - 1.9 Sound Fiscal Management
- Mountain Area Workforce Development Equal Opportunity Audit Report for WIOA Programs – HCC and TCC
- Mountain Area Workforce Development Audit Report for WIOA Programs – TCC Youth Program
- Approval of Modification of Agreement with Schenck Job Corps CCC
- BRCC Campus Police Report
- Human Resources Report
- Events Annual Report
- Review of New Employees

The Chairman then asked whether any items should be moved to “New Business” to allow for further discussion. In response, Kelly Leonard moved to approve the Consent Agenda as presented. The motion was seconded by Duke Woodhull and passed without dissent.

Facilities Committee Report

Facilities Committee Chair Duke Woodhull informed the Trustees that the Facilities Committee met jointly with the Finance and Investment Committee on June 25. Mr. Woodhull shared that MCNC has requested an easement in order to establish a telecommunications hut on the Flat Rock campus. Steven Young added that MCNC is a technology non-profit that operates the North Carolina Research and Education Network and provides Internet and inter-campus connectivity for Blue Ridge Community College as well as many other schools, hospitals and other agencies across the state. Dr. Leatherwood added that 12 other community colleges have these telecommunication hut sites on campus. According to Mr. Young, locating the MCNC telecom hut on campus will provide a true backup Internet connection as well as a backup link to the Transylvania County campus and

the Health Sciences Center. Mr. Woodhull, by direction of the Facilities Committee, moved the approval of the easement request for MCNC to place a telecommunications hut on the Henderson County campus based on final review of the easement agreement by the College Attorney and approval by the State Board of Community Colleges. As the motion came from committee, no second was needed. The motion passed unanimously.

Mr. Woodhull reported that the Facilities Committee had reviewed and discussed the Bidding for Construction Work policy and decided to bring it to the full Board for further comments. Discussion followed and several changes were made:

- Section I – replace “Board” with “College Administration”
- Section II, B – do not allow / remove the option for telephone quotes
- Section IV – replace “Board” with “College Administration”

Mr. Woodhull made a motion to approve the Bidding for Construction Work policy with the changes noted. The motion was seconded by Mark Morse and passed without opposition.

Mr. Woodhull stated that the Facilities Committee had also reviewed and discussed the Use of Design Professional Services (Bid Process for Architectural Services) policy and that no changes were suggested by the Committee. On a motion by Kelly Leonard, seconded by Andrew Riddle, the Board approved the Use of Design Professional Services/Bid Process for Architectural Services as presented. There was no opposition.

In conclusion, Dr. Chad Merrill updated the Board on progress made on Capital Projects and Major Capital Projects since the May meeting. Dr. Merrill referenced the reports that were posted to the website, noting that recent changes were highlighted in yellow. He updated the Board on the progress of the approved projects underway utilizing the savings from the Horticulture building fund. Photos of the Conference Hall carpet replacement and Spearman addition projects were displayed. All questions were answered.

Finance and Investment Committee Report

Finance and Investment Committee Chair Kelly Leonard recognized BRCC Associate Vice President and CFO Carolyn Alley to provide a financial update as of May 31, 2018, which included analysis of the following:

- State Budget
- Henderson County Budget
- Transylvania County Budget
- Institutional & STIF Funds
- Accounts Receivable

In regard to the State budget, Ms. Alley noted that the unspent balances on page 2 of the Financial Update report reflect the amount available for part-time salaries in the institutional support and instruction accounts. She further noted that a breakdown of the more than

\$207,000 available to spend in categorical accounts was included on page 3. And, as of June 30, approximately \$400,000 has been rolled into the equipment budget and will be carried forward to fiscal year 2018-19.

While reviewing the County budgets, Ms. Alley reminded the Board of the \$200,000 that was moved from the Henderson County reserve to the Henderson County operating budget for 2017-18 during the third quarter. She was pleased to announce that \$102,000 of the \$200,000 was returned to the Henderson County reserve fund as of June 30, 2018.

In regard to Institutional funds, Ms. Alley reported that the deficit in fund 02 (restricted) is due primarily to the timing of revenues and expenses for reimbursable grants such as WIOA, UpSkills and EHSI. The deficit in fund 07 (plant funds) is due to the timing of ConnectNC Bond fund expenses and revenues, and the deficit in fund 09 (agency funds) is due to the timing of financial aid expenses and revenues. All questions regarding the financial update were addressed.

In conclusion, a resolution requesting approval to pre-authorize the President's routine travel for fiscal year 2018-19 was presented. After allowing for questions, Mr. Leonard made a motion by direction of the Committee to approve the resolution pre-authorizing all routine travel for fiscal year 2018-19 for the president of the College. As the motion came from committee, no second was needed. The motion passed without opposition.

Curriculum Committee Report

Curriculum Committee Chair Bill Ramsey called on Committee members to approve the minutes of the June 7, 2018, meeting. On a motion by Mark Morse, seconded by Susan Robinson, the minutes of the Curriculum Committee meeting on June 7, 2018, were approved unanimously by the Committee members.

Mr. Ramsey then recognized Vice President for Instruction Kathy Allen to provide an update on behalf of the Curriculum Committee. Ms. Allen talked about summer 2018 enrollment, up over last year, due to increased collaborative efforts with Henderson County Public Schools, a strategically-focused marketing campaign and follow up with students by College staff in Student Services. Ms. Allen spoke of several new initiatives currently underway including the addition of a new Faculty Coordinator and BRCC faculty involvement with RISE, a state-wide initiative to remove student barriers in the progression of their programs. Ms. Allen's report also included a list of new articulation agreements, an update on Institutional Service Agreements and the Student Success Center.

Several faculty members made presentations at the Committee meeting and Mr. Ramsey was impressed with the successful recruitment and retention strategies employed by those such as Kyle Kiser, Charlotte Taylor and Jennifer Treadway, who have all seen enrollment increases in their respective programs as a result of their efforts, even faced with a good economy.

In conclusion, Ms. Allen reported on the following actions for Board consideration:

- Approval to close the Esthetics Instructor Certificate program
- Acceptance of program recommendations based on feasibility studies:
 - HVAC: Do not renew as a curriculum program; keep in continuing education
 - Agriculture Education, Viticulture and Enology:
 - Add an Agribusiness diploma and certificate through the existing Horticulture program
 - Add pertinent Viticulture courses that can be supported with existing equipment and instructors to the Horticulture program
 - Add 2 + 2 transfer Agriculture program with NC State University
- Physical Therapist Assistant and Occupational Therapy Assistant:
 - Continue current articulated program with South College
 - Develop a continuing education program for both areas
- Pharmacy Technology: Maintain the existing transfer pathway
- Approval to conduct feasibility studies:
 - Cancer Information Management
 - Healthcare Management Technology

After all questions were answered, by direction of the Committee, Bill Ramsey moved the approval to close the Esthetics Instructor Certificate program. As the motion came from committee, no second was needed. The motion carried unanimously.

By direction of the Committee, Bill Ramsey moved the approval to accept the program recommendations based on feasibility studies as presented. As the motion came from committee, no second was needed. The motion carried without opposition.

By direction of the Committee, Bill Ramsey moved the approval to conduct feasibility studies for Cancer Information Management and Healthcare Management Technology programs. As the motion came from committee, no second was needed. The motion passed unanimously.

Nominating Committee Report

Nominating Committee Chair Mark Morse called on Nominating Committee members to approve the minutes of the June 27, 2018, meeting. On a motion by Duke Woodhull, seconded by Kelly Leonard, the minutes of the Nominating Committee meeting on June 27, 2018, were approved unanimously by the Nominating Committee members.

Mr. Morse shared that the Nominating Committee met on June 27, 2018, for the purpose of providing recommendations to the Board for the 2018-19 Slate of Officers and recommendations for the two Trustee appointments to the Executive Committee.

In the form of a motion, Mr. Morse said the Nominating Committee would like to recommend the following slate of officers:

- Chairman: John B. "Chip" Gould
- Vice-Chair: Dr. Jeremy Gibbs
- Secretary: Dr. Laura B. Leatherwood or her designee

Chairman Gould called to question whether there were other nominations from the floor. With no floor nominations forthcoming, a motion was made by John McCormick to close nominations. The motion was seconded by Duke Woodhull and carried without dissent.

Mr. Gould then called for approval of the slate of officers as recommended by the Nominating Committee. As the motion came from committee, no second was needed. All approved; there was no opposition.

In the form of a motion, Mr. Morse said the Nominating Committee would like to recommend the following members to the Executive Committee:

- John C. McCormick, Jr.
- Joshua M. Hallingse

Chairman Gould called to question whether there were other nominations from the floor. With no floor nominations forthcoming, a motion was made by Kelly Leonard to close nominations. The motion was seconded by Duke Woodhull and carried without dissent.

Mr. Gould called for approval of the Executive Committee appointments as recommended by the Nominating Committee. As the motion came from committee, no second was needed. All approved; there was no opposition.

President's Report

President Leatherwood approached the podium and mentioned that she was keeping her report brief so that time could be focused on reaccreditation. She spoke about Governor Cooper's recent visit to Blue Ridge, professional development opportunities for the Board, and the master calendar of meetings and events. She introduced Dr. Merrill for a Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reaffirmation update and said that he would be followed by Faculty Ben Hardy with a Quality Enhancement Plan (QEP) update.

Dr. Merrill covered progress made from March, when the 1,000-plus page compliance report was submitted, through the present date. He shared several upcoming milestones including:

- July 11-12: SACSCOC Vice President Patricia Donat advisory visit
- September 18: QEP and Focused Report due to SACSCOC

- October 28 – November 1: SACSCOC onsite team arrives at BRCC and will stay for three to four days

Dr. Merrill complimented and thanked Director of Planning Carol Ann Lydon, Vice President for Instruction Kathy Allen, Associate Vice President / CFO Carolyn Alley, and Faculty Ben Hardy for the countless hours they have devoted to the reaffirmation effort thus far. Dr. Merrill stated that SACSCOC will focus on the QEP, and that Mr. Hardy has been leading the QEP portion of the reaccreditation process. After Dr. Merrill had answered all questions, the floor was given to Mr. Hardy for the QEP update.

Mr. Hardy explained that a Quality Enhancement Plan (QEP) is an action plan that is required as part of the SACSCOC reaffirmation process. The topic of the plan must address an issue that is related to enhancing the quality of student learning at Blue Ridge Community College. With data confirming that BRCC students in online courses have a 10% lower success rate compared to their peers in seated classes, the overall goal of BRCC's QEP is to improve student success in online courses by creating more engaged students and more engaged faculty. Mr. Hardy further explained that the plan was created by a cross-College QEP Team and is based on data and research including best practices in online courses, self-study, student focus groups and surveys.

Over the course of five years, the QEP will guide multiple strategies to be implemented with two major intended student outcomes in online classes:

- completion rate increases, and
- success rate increases (as defined as a "C" or better).

All questions were answered.

Educational Foundation Report

As detailed in the President's Report that was posted to the Board website, Educational Foundation Executive Director Ann Green gave an update on the IMPACT Campaign and reported on all major gifts received since the last Board meeting, including two new annual gifts and one new endowment. Ms. Green reported total support and revenue of \$2.6 million and total assets of \$13.2 million as of June 30, 2018. Foundation investments earned 9.83% for the fiscal year.

Student Government Association (SGA) Report

Dr. Leatherwood shared that SGA President Lilly Blankenship was unable to attend the meeting and encouraged the Board to read the SGA report she prepared that was posted to the website.

Old Business

No old business.

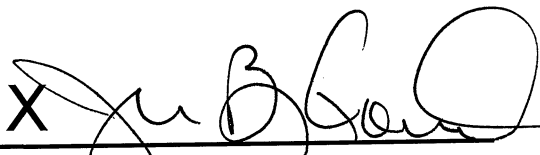
New Business

Committee Assignments: Chairman Gould began by stating that most of the assignments made were based upon the interest indicated on the forms distributed at the May meeting. Still, some assignments were made based on the need to have enough members on a committee to ensure that a quorum could be obtained when meetings are called. He requested that any Trustee who would like to make a change to their assignment contact him directly. Mr. Gould then read aloud his selections for 2018-19 Board of Trustee Committee appointments. After allowing for questions, Mr. Gould called on Dr. Leatherwood to review the results of the Board Evaluation of Effectiveness Summary.

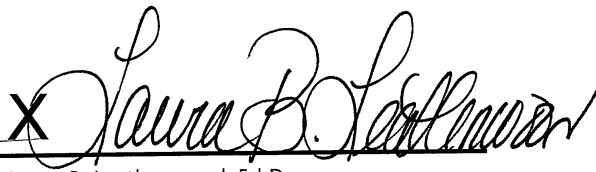
Board Evaluation of Effectiveness: Dr. Leatherwood reviewed each of the nine areas evaluated. Improvements over the previous year were noted in all areas except for one, which remained the same as last year. Dr. Leatherwood expressed her appreciation to the Board for their service and their willingness to work together. Mr. Gould added that he was pleased with the comments included on the surveys and also expressed his gratitude to the Board for working together as a team.

Comments by Board Members and Adjournment

With all discussion ended and there being no further business, the meeting was adjourned at approximately 7 p.m. on a motion by Mark Morse, seconded by Duke Woodhull. None opposed.

X 

John B. Gould
Chairman

X 

Laura B. Leatherwood, Ed.D.
Secretary