



**BLUE RIDGE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES**

Monday, July 12, 2021 ~ 5 p.m. ~ TEDC – Blue Ridge Conference Hall

MEMBERS PRESENT	Vivian Bolaños, Cathy Childress, Steve Dozier, Clay Eddleman, Betty Gash, Chip Gould, Mark Isabelli, Kelly Leonard, Mike Pressley, Jim Rasmussen, Dr. Brian Weaver and Duke Woodhull
MEMBERS ABSENT	Dr. Jeremy Gibbs and Nathan Kennedy
OTHERS PRESENT	Lisa Adkins, Kathy Allen, Carolyn Alley, Lorri Allison, Barry Brown, Kirsten Bunch, Lee Anna Haney, Dr. Laura Leatherwood, Glenda McCarson, Dr. Chad Merrill, Tammy Pryor and Dr. Scott Queen
CALL TO ORDER AND WELCOME	Chairman Chip Gould called the meeting to order at approximately 5 p.m. Mr. Gould welcomed all including new trustees Mr. Rasmussen and Mr. Isabelli.
ETHICS STATEMENT	Chairman Gould read the Ethics Statement. No conflicts were reported.
TRUSTEE RECOGNITION	<p>Dr. Leatherwood introduced new trustees Mark Isabelli and Jim Rasmussen and also welcomed them to the board. She then apprised everyone about recent changes to the board:</p> <ul style="list-style-type: none">• Mr. Isabelli was appointed to fill the position formerly held by Mr. Hallingse• Mr. Rasmussen was appointed to fill Mr. Ramsey’s vacancy• Mr. Gould, Ms. Gash and Ms. Childress were reappointed to new four-year terms beginning July 1, 2021• Mr. Woodhull will continue to serve as we await word from the Governor as to his appointment for 2021• Mr. Ramsey was formerly recognized and given an award of appreciation at the May meeting• As Mr. Hallingse was unable to attend this meeting, Dr. Leatherwood plans to see him to personally thank him for his service and to deliver an award of appreciation
APPROVAL OF AGENDA	Ms. Bolaños moved to approve the meeting agenda. The motion was seconded by Mr. Dozier and carried without opposition.

APPROVAL OF
CONSENT
AGENDA

After confirming that there were no items to move from the consent agenda for discussion, a motion was made by Dr. Weaver, seconded by Ms. Bolaños, to approve the consent agenda. The motion passed without opposition.

COMMITTEE
REPORTS

Facilities Committee

Facilities Committee Chairman Duke Woodhull called on Dr. Chad Merrill to bring the board up-to-date on construction and facilities projects.

- Dr. Merrill reviewed the reports posted to the meeting web page.
- He discussed the status of capital projects and major capital projects on both campuses.
- He shared that unfunded Henderson County projects have been prioritized so that the College is ready to move forward if/when additional funding is obtained.
- Additional information included:
 - The cabin on the llama farm is scheduled to be burned sometime between August 18 and August 24.
 - Henderson County Board of Public Education approved the ten-year lease of the baseball field on the Henderson County campus. The lease will be sent to the State Board of Community Colleges for final approval.
 - An update on the progress of the lease negotiations with Blue Ridge Literacy Council.

Mr. Gould suggested that project cost estimates be reviewed as the cost for many materials has increased by 10% or more.

Dr. Merrill called attention to two NCCCS 3.1 forms submitted to the board for consideration. Dr. Merrill explained the meaning of both forms and answered all questions. On a motion by Mr. Leonard, seconded by Ms. Gash, the board approved NCCCS Form 3.1 Final Project Close Out for Project #2533 and NCCCS Form 3.1 Request for Project Number for the Public Safety Training Facility new construction. The motion passed without dissent.

Dr. Merrill wrapped up the facilities report with drone video footage of the two construction sites on the Henderson County campus.

Finance and Investment Committee

Committee Chairman Kelly Leonard called on Associate Vice President Carolyn Alley to lead a review of financial statements as of June 30, 2021. She discussed the:

- State budget
 - With an explanation of June 30, 2021, budget balances and unspent funds

- Notification that the College's unexpended non-categorical operating budget was 0.088%; well under the NCCCS Office requirement
- Henderson County and Transylvania County budgets, including unspent funds
- Institutional Funds Summary
 - Provided the checking account balance at June 30, 2021
 - Discussed the impact of HEERF funding and other special funding related to COVID-19
- Short Term Investment Fund balance

Ms. Alley concluded her report with:

- An announcement that field work for the financial statement audit for the year-ended June 30, 2021, will begin in November or December
- EAGLE project update

Dr. Leatherwood expressed her appreciation to Ms. Alley for time spent evaluating all the new funding sources that have come our way since the beginning of the pandemic. Ms. Alley's understanding of the acceptable use of the multiple funding sources, along with careful consideration of how those funds mesh with the overall college budget, has allowed the funds to be used to maximize the benefit to the college and our students.

Nominating Committee

Committee Chairman Kelly Leonard announced that the Board's Nominating Committee met in June. He then called on members of the Nominating Committee to consider the minutes of the June 24, 2021, meeting. A motion was made by Ms. Bolaños and seconded by Mr. Gould to approve the minutes. The motion passed without opposition.

Mr. Leonard called attention to the Board Bylaws pertinent to the election of officers: "The Chairman and Vice Chairman shall be eligible to serve no more than four consecutive terms in the same office unless a two-thirds majority of the Board determines that unique circumstances warrant a fifth consecutive term." He stated that the committee considered several things, including the effects of the pandemic on college enrollment and the status of significant capital projects that are underway, as they deliberated on the recommendation to bring forth to the board. Mr. Leonard then shared, in the form of a motion, the Nominating Committee recommendations for the 2021-22 slate of officers:

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

The floor was opened for other nominations. There being none, a motion was made by Mr. Dozier to close nominations. The motion was seconded by Mr. Woodhull. The vote in favor of the action was unanimous.

As the recommendation of the slate of officers came from the Nominating Committee, no second was needed. Trustees signified their approval by saying "aye." There was no opposition.

In the form of a motion, Ms. Bolaños shared the Nominating Committee's recommendations for two positions on the Executive Committee:

- Steve Dozier
- Kelly Leonard

The floor was opened for other nominations. There being none, a motion was made by Mr. Woodhull to close nominations. The motion was seconded by Dr. Weaver and passed without opposition.

As the recommendation of the two Executive Committee members came from the Nominating Committee, no second was needed. Trustees signified their approval by saying "aye." There was no opposition.

COLLEGE REPORTS **President's Report**

Dr. Leatherwood referenced her written report which was published on the meeting web page and paused for any related questions. She then gave a verbal update consisting of:

- Western NC Community College Leadership Academy
 - Regional collaboration with AB-Tech and Haywood Community Colleges
 - Purpose is to identify and prepare aspiring leaders in our region
 - Each college has six participants for the pilot program beginning this fall
- College Supervisor Training Program
 - Required training for all BRCC supervisors begins this fall
 - To develop and grow employees and give them the tools they need to be successful
 - Topics to include:
 - Supervisor roadmap
 - Basic legal knowledge for supervisors
 - Best practices for recruiting, selecting, and onboarding for long-term retention
 - Mastering communication
 - How to have brave conversations
 - How to support employees struggling to perform
 - Navigating the supervisor-supervisee relationship

- Expectations in a professional workplace
- Recent Legislative Activities and State Budget
- Free College Campaign
 - Multiple funding sources including HEERF, GEER, and Longleaf funds in addition to Foundation Scholarships, Pell Grants and other sources
 - Cost estimates were based on a 10% increase in enrollment
 - Applies to curriculum and workforce development programs
 - Personal enrichment courses are not eligible
 - DACA students are eligible
 - For fall 2021 and spring 2022; then will re-evaluate
- College Awards & Recognition:
 - Pardee UNC Health celebration luncheon and historical marker
 - First Citizen's Bank Customer Service Award for service to the community during the pandemic including the drive-through testing site and vaccine clinic
 - John M Belk Endowment – Engaging Adult Learners Initiative
- Work with special populations and minorities
- Review of the College's Five Strategic Goals and progress to date

Dr. Leatherwood closed her remarks with a public acknowledgement to the College Leadership Team for their continued great work. She also gave kudos to Vice President Adkins and the expanded work of the Foundation under her direction.

Advancement and Educational Foundation Report

The Advancement and Educational Foundation written report was contained in the President's Board Report and was posted to the meeting web page for review. Additionally, Vice President Adkins imparted the following:

- Free College advertising campaign
- Better Skills, Better Jobs, FREE College digital ads
- 2021-22 Foundation budget
 - \$458,158 awarded to the college
 - Includes \$200,000 set aside for the Public Safety Training Facility
 - Does not include student scholarships
- Annual Foundation Financial Statement Audit is underway
- Sporting Clays Tournament event is sold out
- Scholarship Appreciation Luncheon: Save the date of September 22, 2021; seeking sponsors
- Foundation has \$1.5 million in grants either awarded or pending
 - All grants support college's Strategic Plan

- o Special thanks to Ms. Bolaños for her service with the Dogwood Health Trust and for her advocacy and support of BRCC grant requests

OLD BUSINESS None.

NEW BUSINESS

Naming of Lecture Hall/Auditorium

Mr. Gould stated that Dr. Leatherwood had called each trustee individually to obtain their advance approval of the naming of the new auditorium under construction as part of the Patton project. This verbal approval enabled Dr. Leatherwood to make a surprise announcement of the naming during Mr. Wyatt’s last Henderson County Commissioners meeting. Mr. Gould added his pleasure that the trustees agreed to this action in order to publicly acknowledge Mr. Wyatt’s support of the college over the last 15 years. A formal motion was made by Mr. Dozier to name the new auditorium under construction in the new Patton Building the Steven D. Wyatt Auditorium. The motion was seconded by Ms. Gash and was approved without opposition.

State Ethics Commission Evaluation of Statement of Economic Interest

Mr. Gould acknowledged receipt of the Evaluation of Statement of Economic Interest filed by Mark Isabelli. The State Ethics Commission did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on the board.

Board Committee Appointments

Mr. Gould announced his committee appointments for the 2021-22 year. He stressed the importance of committee work and encouraged committee meeting attendance. Trustees were advised to contact Mr. Gould if changes to assignments are desired. Committee assignments and a meeting calendar were emailed to those trustees who were absent.

2021 Board Self-Evaluation

Dr. Leatherwood conveyed the results of the 2021 Board Self-Evaluation survey. A dozen trustees responded to the survey. In all but two of the nine categories, the respondents chose either “strongly agree” or “agree” in their rankings. She thanked everyone for their comments and participation, and answered all related questions.

COMMENTS AND
ADJOURNMENT

Mr. Gould paused for comments from board members. He closed the meeting with a reminder of the next meeting and the upcoming joint social with the Foundation Board of Directors. The meeting adjourned at approximately 6:30 p.m.



John B. "Chip" Gould, Chairman



Dr. Laura B. Leatherwood, Secretary