



BLUE RIDGE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

Monday, November 8, 2021 ~ 5 p.m. ~ TEDC – Blue Ridge Conference Hall

MEMBERS PRESENT Brianna Allen, 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, Kirsten Bunch, Lee Anna Haney, Stacy Hill, Dr. Laura Leatherwood, Glenda McCarson, Dr. Chad Merrill, Tammy Pryor, Dr. Scott Queen, and College Attorney Dean Shatley

CALL TO ORDER AND WELCOME Chairman Chip Gould called the meeting to order at approximately 5 p.m. Mr. Gould announced the reappointment of Duke Woodhull by Governor Cooper. Mr. Woodhull took the oath of office on September 28.

ETHICS STATEMENT Chairman Gould read the Ethics Statement. No conflicts were reported.

APPROVAL OF AGENDA Mr. Leonard moved to approve the meeting agenda. The motion was seconded by Ms. Bolaños and carried without opposition.

APPROVAL OF CONSENT AGENDA The Chairman called attention to the September 13, 2021, closed session minutes provided in hard copy to each trustee. After confirming that there were no items to move from the consent agenda for discussion, a motion was made by Mr. Dozier, seconded by Ms. Gash, to approve the consent agenda. The motion passed without opposition.

COMMITTEE REPORTS **Curriculum Committee**
Curriculum Committee Chairman Dr. Brian Weaver announced that the committee met on October 19, then entertained a motion from members of the Curriculum Committee to approve the minutes of the meeting. A motion was made by Ms. Childress, seconded by Mr. Rasmussen, to approve the minutes of the October 19, 2021, meeting. The motion was passed without opposition from the committee.

Vice President for Instruction Kathy Allen referenced and reviewed portions of the Curriculum Committee Report posted to the board meeting web page. Ms. Allen made the following program recommendations:

- Add new program: Respiratory Therapy
- Close these programs:
 - Alternative Transportation Technology
 - Interpreter Education: Level III ISA with Fayetteville Technical Community College
 - Interpreter Education: Level II ISA with Cleveland CC

Ms. Allen shared data and/or survey results to support each recommendation. Program start-up needs, including cost, space, equipment and staffing were discussed. Dr. Weaver added that the presentations made to the committee were comprehensive. When all questions were answered, by direction of the Curriculum Committee, Dr. Weaver moved to approve the addition of a Respiratory Therapy program and the closure of the Alternative Transportation Technology, Interpreter Education: Level III ISA with Fayetteville Tech, and the Interpreter Education: Level II ISA with Cleveland Community College programs. As the motion came from committee, no second was needed. The motion was passed by the board without opposition.

Facilities Committee

Facilities Committee Chairman Duke Woodhull stated that while there were no action items from the committee for this meeting, projects are moving forward. He then invited Dr. Chad Merrill to bring the board up-to-date on construction and facilities projects. Dr. Merrill referenced the detailed written reports posted to the meeting web page and added the following:

- The majority of capital projects on the Henderson County campus are underway
- Work continues with Transylvania County to combine the paving project with other projects; more funds will be requested
- Brick will be added to the new building (Patton project) starting this week; planning is underway to move lab equipment from the Arts and Sciences Building to the new labs in Patton during April
- The completion date for the Public Safety Training Facility has been moved to January due to supply chain problems
- Controlled burn of Llama Farm cabin took place September 23-24
- WCCA Lease was approved by the State Board of Community Colleges on October 15
- Parkhill Building parking lot paving should be completed by the end of November
- Potential US Cellular Cell Tower on Henderson County Campus
- Chairman Gould signed a utility extension agreement with the City of Hendersonville and Henderson County on behalf of the trustees last week to connect utilities to the Patton Building

Finance and Investment Committee

Committee Chairman Kelly Leonard also noted that although the committee was not bringing forth action items to this meeting, significant work has been done by college staff in the finance area since the last meeting. He then called on Associate Vice President Carolyn Alley to lead a review of financial statements as of September 30, 2021, and for the fiscal year ended June 30, 2021 (unaudited). Ms. Alley discussed the:

- State budget
- Additional allocations received during September
- Henderson County and Transylvania County budgets
- Institutional Funds Summary
- Short Term Investment Fund balance

Ms. Alley reported that the college's financial statement audit report for the year ended June 30, 2021 is expected in March, in time for the March board meeting. She also encouraged all to read over the June 30 financial statements, along with the Management's Discussion and Analysis (MD&A), and to contact her with any questions.

Dr. Leatherwood and Ms. Alley reminded the trustees that in lieu of an approved state budget, the college continues to operate under a baseline budget as per statute and session law. Once the state budget is signed into law, the baseline budget will be reconciled to the final budget allocation.

Mr. Gould encouraged staff to prepare a strong budget presentation for the Henderson County Commissioners in January.

COLLEGE REPORTS President's Report

Dr. Leatherwood referenced her written report which was published on the meeting web page and paused for related questions. She covered several topics in her verbal report including:

- COVID-19: Update on face covering requirements and rationale
- Faculty Jennifer Treadway named semi-finalist for the NCCCS Excellence in Teaching Award
- Thanks to all trustees who attended training on October 12
 - New trustee orientation and refresher for other board members
 - Conducted by College Attorney Dean Shatley
 - Ten trustees attended
- Performance Based Bonuses
 - Two years since last across the board increase
 - Amount will be \$1,200; checks will be hand-delivered on November 30
 - Eligibility criteria:

- For those employed in a full time or permanent part-time position on or before June 30, 2021, and
 - For those without an active disciplinary action (verbal or written warning) anytime between March 1 and November 15, 2021
- Plans to expand Nursing program
- Work continues with Henderson County on shooting range solution for required firearms training
- College acting as host site for Pratt & Whitney Community meeting scheduled for December 15
- Manufacturing Convening, in collaboration with The Partnership for Economic Development, scheduled for December 1
- Consolidation of community colleges under UNC
 - Physical merger only of system office; to move UNC System Office, the NC Community College System Office and the NC Department of Public Instruction to downtown government complex in Raleigh in combined space
 - Goal: to better serve to all NC students
- College growth
 - Currently need to add several full-time positions
 - Holding to determine whether growth continues before hiring to avoid layoffs if growth subsides
- In lieu of the traditional Holiday Party, a Holiday Drop In has been scheduled for December 16 from 11 a.m. – 1 p.m.

In conclusion, President Leatherwood called on NC Works and HRD Employability Lab Instructor Stacy Hill to share the scope of services offered by NC Works Career Center. These career centers are located on both the Henderson and Transylvania County campuses.

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:

- Marketing
 - Displayed images of print and digital ads
 - Played ad currently running on WLOS
 - Gave a "sneak peek" at the Annual Report cover
- Foundation
 - Annual Giving Campaign results were shared; significant increase over last year
 - Employee Giving Campaign results were also shared; total amount was down slightly due to retirements, total number of

employees who gave matched last year, departments with 100% participation will receive free lunch

- o Sporting Clays tournament
 - Results were shared; event was well-received, everyone had a great time, planning another for next year
 - Thanks to sponsors including UNC Pardee Healthcare, First Bank, Morrow Insurance, Cason Builder Supply and others
- o Foundation Audit
 - Now complete and posted for review
 - Excellent audit
 - Contact Ms. Adkins with any questions

Student Government Association (SGA) Report

The written SGA Report was posted to the meeting web page for review. Additionally, SGA President Brianna Allen shared the following:

- SGA events on both campuses since the last meeting
- SGA campaign in support of Haywood Community College students impacted by flooding; \$2,805 was collected
- Henderson County SGA participation in N4CSGA (statewide SGA) Division meeting

OLD BUSINESS None.

NEW BUSINESS

March 14 Board Meeting and Mini-Retreat

Mr. Gould announced that the 2021 meeting calendar was being amended. The change will be to the regular board meeting scheduled for March 14. The meeting time is being changed from 5 p.m. to noon and will be followed by a mini-board retreat from 1-3 p.m. The location of the meeting/retreat will be announced closer to the date. He asked everyone to save the date and consider making plans now to attend.

State Ethics Commission Evaluation of Statement of Economic Interest

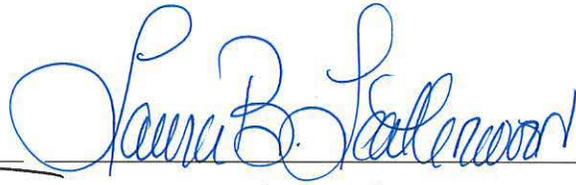
Mr. Gould acknowledged receipt of the Evaluation of Statement of Economic Interest letters, along with the results of each evaluation, for the following trustees: Dr. Clay Eddleman, Mr. Kelly Leonard, Mr. Michael Pressley, Dr. Brian Weaver and Mr. Duke Woodhull. Dr. Eddleman and Mr. Leonard did not have an actual conflict, but the potential for a conflict. The potential conflict identified does not prohibit their service on the board. Mr. Pressley, Dr. Weaver and Mr. Woodhull results indicated no actual conflict or the likelihood of a conflict.

COMMENTS AND
ADJOURNMENT

Mr. Gould paused for comments from board members. He thanked everyone for attending the meeting and expressed his gratitude to faculty and staff for the phenomenal accomplishments achieved this past year, in spite of the pandemic. He reminded everyone of Holiday Drop In scheduled for December 16, and encouraged board members to attend in order to get to know college faculty and staff. The meeting adjourned at approximately 6:24 p.m.



John B. "Chip" Gould, Chairman



Dr. Laura B. Leatherwood, Secretary