



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

Monday, January 10, 2022 ~ 5 p.m. ~ TEDC – Blue Ridge Conference Hall

Item

MEMBERS PRESENT	Cathy Childress, Steve Dozier, Betty Gash, Chip Gould, Dr. Jeremy Gibbs, Mark Isabelli, Nathan Kennedy, Kelly Leonard, Mike Pressley, Jim Rasmussen, Dr. Brian Weaver and Duke Woodhull
MEMBERS ABSENT	Brianna Allen, Vivian Bolaños and Clay Eddleman
OTHERS PRESENT	Carolyn Alley, Lee Anna Haney, Dr. Laura Leatherwood, Dr. Chad Merrill, Tammy Pryor, Amy Williford and College Attorney Dean Shatley
CALL TO ORDER AND WELCOME	Chairman Chip Gould called the meeting to order at approximately 5 p.m.
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 Mr. Woodhull and carried without opposition.
APPROVAL OF CONSENT AGENDA	A motion was made by Mr. Rasmussen, seconded by Ms. Gash, to approve the consent agenda. The motion passed without opposition.
COMMITTEE REPORTS	<p>Facilities Committee</p> <p>Facilities Committee Chairman Duke Woodhull invited Dr. Chad Merrill to bring the board up-to-date on construction and facilities projects. Dr. Merrill mentioned the detailed written reports posted to the meeting web page and spoke about the following:</p> <ul style="list-style-type: none">• Capital and major capital projects; including same-day photos of the Patton Project• Grant request for Patton Project program-specific lab equipment• Golden LEAF Foundation grant request for the greenhouse project• Proposed 2022-23 Capital Improvement Projects for Henderson and Transylvania Counties<ul style="list-style-type: none">○ Based on Four Year Plan from 2019○ Costs updated on all projects○ Approved by college vice presidents

- Master Plan update; next three major priorities are:
 - New Student Union
 - New Maintenance Building
 - New Fletcher Facility

By direction of the Facilities Committee, a motion was made by Mr. Woodhull to approve the 2022-23 Capital Improvement Projects for Henderson and Transylvania Counties. As the motion came from the Facilities Committee, no second was needed. The motion passed without opposition.

Finance and Investment Committee

Committee Chairman Kelly Leonard called on Associate Vice President Carolyn Alley to assist with the Finance Committee's report.

- Ms. Alley began with the financial statements at November 30, 2021:
 - State and County budgets
 - Institutional Funds Analysis, including fund 09 deficit
 - Short Term Investment Fund balance
- Ms. Alley also reviewed and commented on:
 - 2022-23 Capital and Operating Budgets for Henderson and Transylvania Counties
 - Resolution for Salary Increases
 - 2022-23 Specific and Live Project Fees
 - Some fees increased, some decreased
 - Added EMT course fee and AEMT course fee

After all questions were answered, the following three motions were received from Mr. Leonard by direction of the Finance Committee:

- To approve the 2022-23 Capital and Operating Budgets for Henderson and Transylvania Counties
- To approve the Resolution for Salary Increases
- To approve the 2022-23 Specific and Live Project Fees

As the motions came from the Finance Committee, no seconds were needed. All motions passed without opposition.

Agenda item IV. b. 5) was tabled as the state budget has not yet been approved by the NC State Board of Community Colleges. The trustees were reminded 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.

Additionally, Ms. Alley shared that the college recently became aware that the Henderson County Public School System, Henderson County, and sister community colleges have awarded bonuses to employees for their work through the COVID-19 pandemic. Based on this knowledge, the college contacted the Department of Education (DOE) requesting approval to award bonuses to college employees. The DOE contact advised that the college could award up to \$1,500 per employee. The bonuses will be pro-rated based on time worked throughout the pandemic. The college will use federal HEERF funding to cover the bonuses.

On a motion made by Kelly Leonard, seconded by Dr. Gibbs, trustees approved payment of an additional bonus to employees for time worked throughout the pandemic for a maximum up to \$1,500. The motion passed without opposition.

Ms. Alley reported that the college's financial statement audit is underway. The audit report for the year ended June 30, 2021, is expected to be received in time for the March Board meeting.

COLLEGE REPORTS

President's Report

President Leatherwood called on Director of Information Technology Amy Williford to introduce the new Board of Trustees website currently under construction. The new website will be live for the March Board meeting. Login instructions will be provided prior to the meeting.

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:

- Graduations
 - Thanks to all trustees who participated
 - Review of credentials that were awarded
- Enrollment update
 - 9% increase in enrollment; 14% increase in FTE
 - These numbers will fluctuate and are not yet final
 - Reminder of how FTE affects the college budget
 - Early indicators of good budget position going into 2022-23
- College workforce
 - 204 full time employees compared to 186 in the fall
 - Reviewed current major staffing needs including:
 - Director of Marketing
 - Facilities Director
 - Manufacturing Training Representative
 - Conscious effort to grow staffing at a pace slower than enrollment to manage long-term financial implications

- Workforce for Henderson and Transylvania Counties
 - Program expansion
 - Data-driven; the college is addressing two of the top four needs in the local area
 - Nursing and Allied Health programs
 - Manufacturing Training
 - Actively pursuing grants and agreements with private partners to cover costs related to increased capacity
- Advancement and Educational Foundation Report
 - Fundraising update; total donations fiscal year-to-date along with comparison to same period last year
 - Grant Requests
 - Golden LEAF –\$1 million for greenhouse
 - EDA American Rescue Plan Good Jobs – \$5 million for nursing and allied health; very competitive
 - John M. Belk Endowment - \$75,000 for engaging adults
 - NC Community College System - \$50,000 for engaging adults
 - Spring events
 - Restart Community Ambassador Program
 - Community Ambassador Program Alumni Breakfast
- Reminder that the SGA Report was posted to the website for review

In conclusion, Dr. Leatherwood encouraged trustees to be in touch with her about topics they may want her to address in the future, and thanked them for their ongoing support of the college.

OLD BUSINESS

Mr. Gould announced that the Board of Trustees Retreat has been rescheduled from March 14 to May 9, 2022. Further details will be forthcoming as the date draws near. The March 14, 2022, Board meeting will be held in the Blue Ridge Conference Hall at 5 p.m.

NEW BUSINESS

Mr. Gould shared that the college has been recognized for its involvement with last year's vaccine clinic through an article in the International Journal of Infection Control. Additionally, the visit by Blue Cross Blue Shield to the Health Sciences Center this past year was highlighted in Blue Cross' newsletter. He further shared that he and Dr. Leatherwood have met with Henderson County Manager John Mitchell to discuss the direction of the County and how that direction impacts the college. They have also met with Pardee UNC Health CEO Jay Kirby to discuss expansion of the Nursing and other Allied Health programs and how the two entities can partner together to provide the healthcare workforce needed in our region. Further, in conjunction with Henderson County Partnership for Economic Development,

connections are being made to combine college resources with resources from local manufacturers to help meet the workforce needs of local manufacturers.

Vice Chairman Dr. Gibbs shared that he and Chairman Gould joined Dr. Leatherwood and college Vice Presidents Queen and Allen in a "Listening Session" hosted by the NC Community College System (NCCCS) on January 5th. NCCCS President Thomas Stith, along with representatives of his staff and the State Board of Community Colleges, scheduled the joint meeting with colleges in the western region of the state to gather input about the biggest challenges to our colleges and how the State Board and System Office can support the colleges. Topics raised by the western region included:

- Faculty and staff salaries
- Strengthening K-12 connections
- FTE requirement for multi-campus designations
- Reducing bureaucracy
- Suggestions as to how the challenges might be overcome

CLOSED SESSION

The Blue Ridge Community College Board of Trustees entered closed session at approximately 6 p.m. on a motion pursuant to G.S. 143-318.11(a)(1), to prevent the disclosure of confidential personnel information pursuant to G.S. 115D-27, and 318.11(a)(3), to prevent disclosure of confidential attorney-client communications. The motion was made by Mr. Leonard, seconded by Mr. Dozier, and passed without opposition.

Closed session ended at approximately 6:15 p.m. on a motion by Mr. Dozier. The motion was seconded by Mr. Rasmussen and carried without opposition.

COMMENTS AND ADJOURNMENT

Mr. Gould paused for final comments from board members. The meeting adjourned at approximately 6:20 p.m.

John B. "Chip" Gould, Chairman

Dr. Laura B. Leatherwood, Secretary