



BLUE RIDGE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

Monday, September 12, 2022 ~ 5 p.m. ~ Patton Building Workforce Board Room

Item

MEMBERS PRESENT	Brianna Allen, Vivian Bolaños, Cathy Childress, Steve Dozier, Dr. Clay Eddleman, Chip Gould, Mark Isabelli, Nathan Kennedy , Kelly Leonard, Mike Pressley, Dr. Brian Weaver and Duke Woodhull
MEMBERS ABSENT	Betty Gash, Dr. Jeremy Gibbs and Jim Rasmussen
OTHERS PRESENT	Lisa Adkins, Kathy Allen, Carolyn Alley, Lorri Allison, Kirsten Bunch, Dr. Laura Leatherwood, Dr. Chad Merrill, Tammy Pryor, Dr. Scott Queen, Ben Rickert, 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	Mr. 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. Dozier, seconded by Ms. Bolaños, to approve the consent agenda. The motion passed without opposition.
COMMITTEE REPORTS	<p>Facilities Committee</p> <p>On a motion made by Mr. Pressley, seconded by Mr. Dozier, the minutes from the August 30, 2022, Facilities and Finance Joint Committees meeting were approved. The motion passed without opposition.</p> <p>Dr. Chad Merrill reported on construction and facilities projects. Dr. Merrill referenced the detailed written report posted to the meeting web page and spoke about the following:</p> <ul style="list-style-type: none">• Henderson County 2021-22 capital projects• Transylvania County 2021-22 capital projects• Patton Building Project Update• 2022-23 capital projects for Henderson and Transylvania Counties<ul style="list-style-type: none">○ Reviewed projects listed in priority order• Facilities Master Plan

- Met with architect to begin developing building program
- Relocating maintenance building is first priority
- Discussing specific details so that cost estimates can be updated
- New cost estimates will include escalation and site work costs
- Dr. Leatherwood added that Transylvania County facilities continue to be a high priority in the College's master plan
- New greenhouse project
 - Funded by \$1M Golden LEAF grant
 - Requesting Construction Delegated Authority from NC SBCC
 - Ready to move forward once delegated authority is approved
 - Next step will be to bid the project
- Cell Tower Lease
 - Draft lease reviewed by College Attorney Shatley
 - Subcommittee successfully negotiated increase in monthly rate to \$1,500 with escalation every five years and obtained answers to several questions
 - Still negotiating the size of ground space included in leased area

After a review of the 2022-23 capital projects and by direction of the Facilities Committee, Mr. Woodhull moved to approve the 2022-23 capital projects for Henderson and Transylvania Counties. As the motion came from the Facilities Committee, no second was needed. The trustees passed the motion without opposition.

After an update by Dr. Merrill on the progress of lease negotiations, Mr. Woodhull moved to authorize College staff and one or more members of the Facilities Committee to continue to move forward on behalf of the board with final lease negotiations for the installation of a cell tower, and to execute the lease on behalf of the board. The motion was seconded by Ms. Bolaños and passed without opposition.

Finance and Investment Committee

Committee Chairman Kelly Leonard invited Associate Vice President and CFO Carolyn Alley to review the financial reports as of June 30, 2022, which were posted to the meeting web page. Ms. Alley highlighted several items including:

- State and Henderson and Transylvania Counties budgets
 - Additional allocations, reversions and budget recalls
 - June 30 carryforward balances
 - Justification for unspent funds; largely supply chain related
- Institutional funds (including deficit in fund 09)

- Short Term Investment Fund
- Institutional cash balance

Ms. Alley also provided a financial update as of July 31, 2022, calling attention to the following:

- 6.7% increase in state baseline budget due to increase in FTE
- \$501,819 increase in Henderson County operating budget
- Institutional funds (including deficit in fund 09)
- Institutional cash balance

Mr. Leonard shared that the Finance Committee met on August 30th where they reviewed and approved the College budget, including the SGA budget and budget resolution. After pausing for questions and by direction of the Finance Committee, Mr. Leonard moved to approve the 2022-23 College budget including the SGA budget, DCC 2-1 and Budget Resolution. As the motion came from the Finance Committee, no second was needed. The trustees passed the motion without opposition.

Ms. Alley reviewed the resolution for salary increases and Dr. Leatherwood shared background information. With all questions answered, and by direction of the Finance Committee, Mr. Leonard moved to approve the resolution for salary increases. As the motion came from the Finance Committee, no second was needed. The trustees passed the motion without opposition.

Ms. Alley reviewed the 2021-22 EAGLE report. She shared that the College's EAGLE Committee identified two compliance issues during the testing phase. Ms. Alley provided details on the two issues, as well as changes to the processes involved that have already been implemented to strengthen internal controls and reduce the risk of recurrence. All questions were answered.

COLLEGE REPORTS

Student Government Association (SGA) Report

SGA President Brianna Allen reviewed the SGA report which was published on the meeting web page, highlighting several items:

- Welcome Week activities
- Red Cross Blood Drive
- Sideways Farm and Brewery Veterans Club fundraiser/support
- Regional SGA meeting hosted by Blue Ridge CC SGA on Sept. 10

President's Report

Dr. Leatherwood began with an introduction of two representatives from Blue Ridge Community College Faculty Senate, Rose Fichera-Lening and Ashley Larach. She then referenced her written report which was published on the meeting web page and provided in hard copy. She noted that the report had been shortened and abbreviated as the College remains committed to continuous improvement and increased efficiency. She invited the trustees to provide feedback on the new format. She covered several topics in her verbal report including:

- College Convocation held for faculty and staff to kick off the semester
 - Theme – “Together We Can”
 - Adjunct Info-fest held for part-time faculty
- Enrollment
 - Early indicators – 5% increase in curriculum headcount and 5% increase in curriculum FTE
 - Greatest opportunity for enrollment growth is with high school students and disengaged youth
- EdNC visit – Ms. Larach will be featured
- Dr. Queen chosen for inaugural NCSU Talent First community cohort
 - Five teams chosen across the state
 - Graduates receive professional designation of Certified Workforce Developer by the National Association of Workforce Boards
- Performance Measures
 - Improvement over last year’s report; above average on five measures, below average on one measure
 - Exceeded Excellence Level on Licensure and Certification
 - College performance compared to other CCs in the western region
- College role when companies close, layoff, or have reduction in force
 - Companies with 50 or more employees must issue warn notice to NC Dept. of Commerce (DOC); by law, DOC leads the rapid response
 - Blue Ridge provides employee transition services
 - Henderson County Partnership for Economic Development provides marketing services for real estate/building(s)
 - The College is currently working with employees from three companies in the service area:
 - Continental
 - Transylvania Vocational Service
 - Coates, NA

Educational Foundation Report

Vice President Adkins provided the following updates:

- Foundation:
 - Several grant applications in process and under consideration
 - The Scholarship Luncheon will be held on September 28
 - The Sporting Clays Tournament will be held on October 28
 - Planning Foundation Board Retreat for February 2023; trustees will be invited to participate
- Marketing
 - Refresh focusing on careers with the College and Free College
 - All program rack cards will be refreshed within the next 12 months based on priorities set by the College Vice Presidents

Ms. Adkins concluded her report with a scholarship promotional video featuring Blue Ridge student and SGA President Brianna Allen.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Gould announced that he and several trustees attended portions of the NC Association of Community College Trustees (NCACCT) Leadership Seminar that was held in Asheville September 7-9. He and the trustees who participated shared their take-aways with the board.

Mr. Gould thanked Ms. Bolaños for her support and advocacy for College grants as she serves on the Dogwood Health Trust board. He also encouraged board members to thank Scott Hamilton for Golden LEAF's support of the College through grants.

COMMENTS AND ADJOURNMENT

Mr. Gould paused for final comments from board members. The meeting adjourned at approximately 6:26 p.m.

John B. "Chip" Gould, Chairman

Dr. Laura B. Leatherwood, Secretary