

Blue Ridge Community College  
Board of Trustees Meeting  
July 13, 2015, 5:00 p.m.  
Transylvania County Campus  
TRCS, Room 140

The Board of Trustees of Blue Ridge Community College met on Monday, July 13, 2015, at 5:00 p.m. on the Transylvania County Campus, TRCS, Room 140.

The following members were present:

John McCormick	Chip Gould	Duke Woodhull
Betty Gash	Mark Morse	Josh Hallingse
Patricia Jones	Bill Ramsey	Andrew Riddle
Kohlan Flynn	Jeremy Gibbs	Eric Malone
Andrew Tate	Dee Dee Perkins	

The following members were excused:

Pat Jones

Others attending:

Molly Parkhill	Alan Stephenson	Chad Merrill
Carolyn Alley	Maria Stoneman	Julie Thompson
Ann Green	Lee Anna Haney	Peter Hemans
Glenda McCarson	Brenda Conner	Chris English
Daran Dodd	Ben Kish	Scott Baker
Dave Schaffer	Will Hendricks	Matthew Cordell
Rita Ashe	Chad Donnahoo	Brooke Burrell

Chairman McCormick called the meeting to order and welcomed new Trustees and guests.

### **Ethics Statement**

Chairman McCormick read the following Ethics Statement:

Board Members, Madame President and financial and administrative staff:

- a. You are reminded that you have a duty to avoid all conflicts of interest, potential conflicts of interest, and appearances of conflicts of interest.
- b. 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.

## **Oath of Office**

Chairman McCormick informed the Board that new Trustees, Andrew Riddle and Kelly Leonard have already taken their Oath of Office prior to this meeting. Mr. McCormick introduced Rita Ashe, Transylvania Clerk of Court to administer the Oath of Office to Josh Hallingse and Jeremy Gibbs. A copy of the oaths are attached and made a part of these minutes.

## **Change of Agenda**

Chairman McCormick requested approval to move the Brewing Program Permits Presentation under *Item V. Old Business* up on the Agenda to follow *Item II. Approval of Minutes*. Duke Woodhull made a motion to approve the change in the Agenda order. It was seconded by Chip Gould and passed without dissent.

## **Minutes Approval**

Chairman McCormick informed Trustees that the minutes from the May 11, 2015, regular session had been posted to the Board web site and the May 11, 2015 closed session minutes were mailed to Trustees. Dee Dee Perkins made a motion to approve the May 11, 2015, regular and closed session minutes; it was seconded by Kohlan Flynn and passed unanimously.

## **Brewing Presentation**

Chairman McCormick stated that at the May board meeting, Trustees approved postponing approval on the Brewing, Distillation and Fermentation Program resolution regarding permits. Mr. McCormick introduced Matthew Cordell to present information on regulations for an Alcoholic Beverage Program.

Mr. Cordell provided some historical facts and described the Three-Tier System (Manufacture, Distribution, and Sale.) Trustees were also provided information on allowances and permits needed regarding authorizations for brewing, distillation and fermentation educational programs. Mr. Cordell described the permits process, as well as, information on identifying, managing, and mitigating risks.

Some Board Members expressed concerns over the taxation, liability, and cost associated. All questions were addressed

## **Nominating Committee**

Kohlan Flynn informed the Board that he would be presenting the Nominating Committee report on behalf of the Nominating Committee. Dr. Flynn stated that the Nominating Committee met on June 25, and reviewed the 2015-2016 completed nomination forms. Dr. Flynn mentioned in the Committee's discussion of the Chairmanship, there was considerable sentiment that changing chairman and other leaders in any organization from time to time is healthy. The Committee felt that Chairman McCormick has served the College well in the post for several years. Therefore, the Committee is requesting that Mr. McCormick be re-elected as Chair for another year with an eye to

perhaps prepare for a change in the year after. This would coincide with Mr. McCormick's current board term of appointment which expires in June of 2016.

Dr. Flynn stated the Nominating Committee recommends the following slate of officers for 2015-2016: Chair – John McCormick; Vice Chair – Chip Gould; Secretary – Molly Parkhill. Mr. McCormick asked if there were any nominations from the floor. There being no nominations from the floor, the vote was called and the slate of officer presented was unanimously approved.

Dr. Flynn also stated that the Nominating Committee recommends the following Trustees to serve on the 2015-2016 Executive Committee: Kohlan Flynn and Duke Woodhull. The 2015-2016 Executive Committee recommendations presented were unanimously approved by the board.

### **Facilities Committee**

Committee Chairman, Chip Gould informed the Board that the Facilities Committee met on June 16, and received a presentation on the College's insurance coverage. Mr. Gould introduced representatives from Morrow Insurance Agency to provide details to the Board on the insurance package.

Will Hendricks and Dave Schaffer provided a detailed summary of the College's commercial insurance package, which included information on buildings and personal property coverage; directors, officers, and educators liability coverage; sexual misconduct coverage; workers compensation coverage, internet security coverage, and media (BRCC-TV) coverage. All questions were addressed. Additional information regarding the liquor liability, professional liability policies, and campus police department liability coverage were also provided to Trustees. All questions were addressed.

Mr. Gould informed Trustees that as a result of the new Health Science Building and the reorganization of existing spaces on the Henderson County Campus, the Facilities Master Plan has been updated. He stated that this plan replaces the 2008 Facilities Master Plan. Mr. Gould introduced Scott Baker, Architect with LS3P to present information to Trustees on the updated plan.

Mr. Baker reviewed and provided specific information for each of the proposed capital projects and addressed all questions.

President Parkhill suggested Trustees review the 2008 Facilities Master Plan, which will provide them with a better understanding of the changes. Dr. Parkhill briefly reviewed some of the existing capital projects and changes and addressed all questions.

Mr. Gould stated the Facilities Master Plan will be discussed further at the August 25, Facilities Committee meeting and all Board Members were encouraged to attend this meeting.

Mr. Gould informed the Board that an updated listing of the capital projects for both the Henderson and Transylvania County Campuses was posted to the board web site for Trustees to review. He asked Peter Hemans to provide an update on the Sink Roof Project. Mr. Hemans stated the roof project had begun and the work was progressing on schedule.

Mr. Gould asked Carolyn Alley to provide details on the Re-prioritization of the Henderson County Capital Budget.

Ms. Alley stated that the 2015-2016 Henderson County Proposed Operating and Capital Budget was approved by the Board of Trustees at their March meeting. The Henderson County Commissioners at their June meeting passed their Budget Ordinance which reflected a reduction of \$310,575. Ms. Alley described in detail the proposed revisions to the capital budget based on this reduced amount.

Mr. Gould stated that the Facilities Committee recommend the approval of the re-prioritization of the 2015-2016 Henderson County Capital Budget as presented. After discussion the re-prioritization recommendation was unanimously approved.

### **President's Report**

President Parkhill informed Trustees that a copy of the President's Report has been posted to the Board Web site for their review. Dr. Parkhill encouraged Board Members to contact her if they had any questions regarding the report. The full report is attached and made a part of these minutes.

President Parkhill highlighted the following items which are not included in the report:

- The 2015-16 budget tracking sheet has been uploaded to the board website. President Parkhill highlighted some of the differences between the proposed Senate and House budgets. Trustees were encouraged to contact local legislators to communicate the community college's conference priorities.
- An Events Activity Report was posted to the board website. This report reflects activity for the 2014-15 academic year. President Parkhill noted that over 50% of the usage of the Bo Thomas Auditorium and Conference Hall is college-sponsored or co-sponsored with another organization. Only 27% of the activity is revenue generated. Although only about one quarter of the facility usage generated revenue, the College did collect \$41,000 in revenue and attendance at events was good.
- The Human Resource Report was also uploaded to the board web site. This report provides annual statistics on our workforce including new hires, attrition rates, average annual salaries, years of service and residency. President Parkhill noted that the College currently has no short term disability claims as compared to two last year. Also, the number of OSHA recordable accidents is down by two. Dr. Parkhill stated that the report also provides new information regarding the affordable health care act which requires the College to extend health care benefits to any part-time staff member or adjunct faculty who works 30 hours or more. The College had 12 employees who met the criteria and were eligible for health benefits but none elected to participate.
- A revised organizational chart was posted to the board web site. President Parkhill stated the new division of General Administration will include technology, institutional advancement, events, facilities, marketing and communications, safety and security, and human resources. Dr. Chad Merrill will oversee this division. Also, Carolyn Alley who has been serving as interim CFO will serve as the CFO and will oversee the finance division as well as the auxiliary services including

cafeteria, print shop and bookstore. Glenda McCarson, who previously reported to Dr. Alan Stephenson in the Division of Instruction will now report directly to the President. Dr. Parkhill stated these changes reduce the number of direct reports to the president by two positions. With the current decline in enrollment, the College is anticipating on having \$500,000 less to operate. These organizational changes will save the College approximately \$200,000 and will allow the College to continue to direct its state resources to instruction and student support.

### **Financial Update**

Carolyn Alley reviewed in detail the Current Condition Financial Status report and addressed all questions. Ms. Alley stated that a Financial Narrative was provided to Trustees which includes specific information regarding the financial status report. Board Members were also provided with hand-outs which outlined details on the Short-Term Investment Fund (STIF) accounts and the student's fulfillment of financial obligations. All questions were addressed.

### **Educational Foundation Report**

Ann Green, Executive Director, reported that the final class and graduation for the spring 2015 Community Ambassador Program participants was held on June 3. Ms. Green informed the Board that one hundred fifty individuals have completed the Community Ambassador Program since 2010.

Ms. Green stated that Raven and Judith McKenzie-Wilson contributed \$20,000 to establish the Carol McKenzie-Wilson Scholarship Endowment Fund, in honor of their eldest daughter, a former engineer. The purpose of the Fund is to provide scholarship support to a student in the field of Associate in Engineering, Mechanical Engineering, Electronics Engineering, or Mechatronics Technology and is open to a new female high school graduate with financial need and a GPA of 3.0 or better who has a demonstrated aptitude for mathematics and logical thinking. The recipient will be expected to complete a two-year associate degree in one of the above fields at Blue Ridge Community College.

Other Major Gifts and Grants include: Margaret R. Pardee Hospital Auxiliary pledged \$11,000 for 2015-16 scholarships (\$6,000 for curriculum scholarships and \$5,000 for continuing education scholarships), Carl and Jean Schoendorfer made an unrestricted gift of \$5,000 through their donor-advised fund within Fidelity Charitable, and Wells Fargo Foundation pledged to grant \$4,000 in support of BRCC Workforce Development scholarships.

Ms. Green stated that in 2015-16, the Robert G. and Rosemary H. Miller Fund, through the Community Foundation of Henderson County, will distribute \$851.54 to the Foundation to carry out our mission.

An anonymous donor has established the Brookdale Senior Living, Inc., Scholarship for 2015-16 in the amount of \$500. This scholarship is awarded with preference to full- or part-time employees of Brookdale Senior Living. First preference is given to employees of Brookdale Hendersonville North (formerly Heritage Hills) with a second preference given to employees of Brookdale Heritage

Circle (formerly Heritage Hill Lodge) or Brookdale Hendersonville East (formerly Pine Park); it may then be awarded to another if no qualified student applies.

The City of Hendersonville approved \$400 in a Special Appropriations Request for a City of Hendersonville Scholarship designated for a City resident.

To date \$456,638.26 in 2015-16 Blue Ridge Community College Educational Foundation scholarships are available for curriculum students. The College's Financial Aid and Scholarship Committee is meeting on a regular basis to award these scholarships.

Ms. Green informed the Board that we will not be holding the joint reception between the Educational Foundation Board of Directors and the Board of Trustees in September. The College is proposing a joint planning meeting between the two boards to be scheduled later in the year.

### **Student Government Association Report**

Transylvania County Campus, SGA Vice-President, Eric Maloney reported that Student Activities has been working closely with the North Carolina Comprehensive Community College Student Government Association (N4CSGA) to have a stronger partnership between the organization and Blue Ridge Community College. On June 20, Priya Balakrishnan was officially sworn in as President of the N4CSGA Executive Board.

Two other BRCC students, Elizabeth Mallard and Jacob Bradley, have applied and interviewed for various positions on the state board and are waiting to be elected. Student Activities Coordinator, Amanda Everhart, will be serving as a voluntary advisor to the board.

On October 3, 2015 the N4CSGA Executive Board along with their advisors and trustees from the state office will be traveling to BRCC for a board meeting. This will be the first time in several years the board has traveled so far west.

Student Government Association is looking forward to kicking off the 2015-2016 academic year. Both campuses have elected new officers who are already contributing to make the upcoming school year a success. The following are the 2015-2016 SGA Officers for both campuses:

#### **Henderson County Campus SGA Officers**

Priya Balakrishnan-President  
Genesis Lagos-Vice President  
Elizabeth Mallard-Secretary  
Greg Mosier- Treasurer  
Jacob Bradley- Public Information Officer

#### **Transylvania County Campus SGA Officers**

Eric Maloney – Vice President  
Brooklyn Burrell - Treasurer

## **Old Business**

Chairman McCormick informed that Board that there was some misunderstanding regarding the motion that was made for the Brewing, Distillation, and Fermentation Program Resolution at the May board meeting. He asked Chad Donnahoo to provide Trustees with clarification on Robert's Rules of Order in regard to meeting motions. There was discussion among the Board regarding whether the motion to postpone action from the previous board meeting was tabled or postponed. It was the consensus of the Board Members to table the motion in order to give the new Trustees an opportunity to review information regarding this item of business.

Chad Donnahoo reminded Trustees that at their March meeting the Board authorized the College Administration to begin the process to proceed with filing for the necessary permits for the Brewing, Distillation, and Fermentation program. The resolution that was presented to the Trustees at the May meeting was only to authorize the additional filing for wholesalers and/or retail sales permits. There was discussion among the Board Members concerning liability, the need for adequate insurance at events where the malt beverages would be sold, and if other community colleges are doing this.

Mr. Donnahoo explained that the College already had an Alcoholic Products Sampling policy in place. He also stated that the College's insurance policy did include liquor liability coverage. Mr. Donnahoo also provided information on the types of events where the malt beverages could be sold and the board and individual liability. Mr. Donnahoo stated that at this time, AB Tech's Board of Trustees has approved the same resolution but they have not, to date, made any determination on how they will proceed.

President Parkhill asked Trustees if there was additional information that the College could provide. She stated that the resolution does not allow the College to actively and immediately pursue the selling of malt beverages. It only allows the College to apply for the permits needed for the sale of the product. Dr. Parkhill informed the Board that the College has already done a lot of the preliminary work; however there has been no additional cost so far and to have the attorney file our permit in conjunction with AB Tech would be a cost savings.

After discussion it was suggested that the Board Member review the resolution in regard to changes in the language.

Chairman McCormick stated that a resolution will be introduced at the next board meeting. Trustees were encouraged to speak directly with the Board Chair or President regarding any questions concerning this matter.

## **Approval of Blanket Travel Authorization**

Chairman McCormick informed the Board that state travel regulations require all employees including the president, to obtain blanket authorization for normal and routine travel in the course of carrying out their official duties. It is required that this blanket travel authorization be approved annually by the Board of Trustees. Kohlan Flynn made a motion to approve the Blanket Travel Authorization. It was seconded by Betty Gash and passed unanimously.

### **Approval of Campus Security Resolution**

President Parkhill stated that the Board had approved the College's Campus Police Department at the May meeting and Daran Dodd has now been sworn in as our Chief. Dr. Parkhill informed the Board that the Henderson County Sheriff's Office has increased their security services fee to the College. After researching possible temporary security companies, the College is recommending the Board's approval to enter into a security agreement with G4S Security Solutions to provide temporary security services as outlined in the service agreement. President Parkhill stated that the College is looking at trying to have our own law enforcement officers in place within the next six months.

Daran Dodd also provided details regarding the recommendation for the College to enter into joint agreements with other law enforcement agencies, which would extend law enforcement authority of campus police officers into other jurisdictions. After discussion and all questions were addressed, Bill Ramsey made a motion to approve the Campus Security Resolution as presented. It was seconded by Betty Gash and passed unanimously.

### **Approval of Revision to 2015-16 Specific Fees and Live Projects**

President Parkhill stated that the 2015-16 Specific Fees and Live Projects had been approved at a prior meeting; however, there were some additional fees for Board consideration. Dr. Parkhill reviewed the new course fees which included the chemistry lab fee (kit fee increase), early childhood instructional consumable supplies, simulation and gaming new software, and TEAS testing for pre-nursing students. After all questions were addressed, Jeremy Gibbs made a motion to approve the revisions to the 2015-2016 Specific Fees and Live Projects as presented. It was seconded by Kelly Leonard and passed without dissent.

### **Approval of Revision to Henderson County Cafeteria Lease**

President Parkhill informed the Board that the College has contracted with the Henderson County Board of Public Education in a Cafeteria Lease agreement since the Early College was first started on the Henderson County Campus. Dr. Parkhill reviewed with the Trustees the reduction in cost due to the cafeteria no longer serving Pepsi products. After discussion and all questions were answered, Dee Dee Perkins made a motion to approve the revised Henderson County Cafeteria Lease as presented. It was seconded by Bill Ramsey and passed unanimously.

### **Approval of Policy Changes**

President Parkhill stated that the Board had asked the College administration to review its Reduction in Force Policy. Dr. Parkhill provided information on the recommended revisions to the Reduction in Force and Involuntary Leave (Furlough) Policy and Procedure (3.13 and 3.13.1). Dr. Parkhill specifically addressed the six relevant factors that will be considered for a reduction in force. After discussion and all questions were addressed, Jeremy Gibbs pointed out a spelling error and made a motion to approve the policy revision with the amended spelling correction. It was seconded by Andrew Tate and passed without dissent.



## **Review of Marketing Plan**

Chad Merrill reviewed with Trustees the 2015-2016 Marketing Plan and stated the Plan is based on extensive qualitative and quantitative research methods including focus groups, surveys, interviews with stakeholders, and meetings with faculty and staff. Dr. Merrill informed the Board that community colleges, including Blue Ridge, are looked on favorably as a higher education option as well as a resource for economic and workforce development. Dr. Merrill described some of the challenges, opportunities, and the type of audiences we serve. He informed Trustees of the following Marketing Plan goals:

- Implement targeted marketing strategies to increase student enrollment by 10% over a three year period
- Increase awareness of the quality and value of a BRCC education
- Strengthen connection and impact with stakeholders; institute quantified results tracking

Dr. Merrill stated that the Plan will include a shift from large amounts of printed material to more targeted mailings, on-line digital advertising, and better utilization of staff resources. There will be an increase in Internet radio venues and social media, as well as, shifting graphic design to off-site contracted services.

President Parkhill stated that the College administration is currently looking at redirecting staff resources and funds for these marketing strategies. All questions were addressed.

## **Review of Ethics Commission Statement of Economic Interest Evaluations**

Chairman McCormick informed the Board that Statement of Economic Interest Evaluations have been received for the following Trustees and required employees of the College.

Evaluations for Andrew Riddle, Josh Hallingse, Kelly Leonard, Mark Morse, and Carolyn Alley all showed **“No actual conflict of interest or the potential for a conflict of interest”**.

## **Review of New Employees**

Chairman McCormick informed Trustees a listing of new full-time and permanent part-time employees had been posted to the Board Web site prior to the meeting. Mr. McCormick reviewed the listing of new employees with details on education and work experience.

## **Review of 2015 Performance Measures for Student Success**

President Parkhill reminded the Board that the NC Community College System Performance Measures had changed in 2012 to better focus on student success, retention and progress. Dr. Parkhill provided details on the 2015 report, which reflected Blue Ridge achieving excellence level in two areas and above college average in three areas. Dr. Parkhill stated that the College has always ranked above the baseline level. President Parkhill also informed Trustees of the new diagnostic testing to address declines in math and developmental courses. All questions were addressed.

**Review of Audits**

Chairman McCormick informed Trustees that the 2014-2015 State Program Audit, the WDB Financial Audit, and the WDB NCWorks Career Center Audits for both Henderson and Transylvania Counties were posted to the web site prior to this meeting. Mr. McCormick stated that all audits mentioned showed no exceptions.

**Review of Evaluation of Board Effectiveness Summary**

Chairman McCormick informed Trustees that a copy of the “Summary of Evaluation of Effectiveness” had been posted to the Board Web site prior to the meeting. This is a summary of the evaluation forms which were distributed at the May meeting. Mr. McCormick reviewed the findings of the Board Effective Summary and encouraged board members to meet with himself or the president if they have any concerns.

**Closed Session**

Kohlan Flynn made a motion to go into closed session pursuant to NCGS 143-318.11(a) (1) and (a) (3) to discuss confidential personnel matters and matters covered by the attorney-client privilege pursuant to North Carolina General Statute section 115D-27. It was seconded by Duke Woodhull and passed unanimously.

**Return to Open Session**

Upon reconvening to open session and there being no further business, Chairman McCormick asked if there was any further business. President Parkhill informed Trustees that a Budget Workshop will be held on August 25. More information will be sent to Board Member at a later date.

There being no further business the meeting was adjourned.

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Chairman

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Secretary