

Blue Ridge Community College
Board of Trustees Meeting
March 10, 2014, 5:00 p.m.
Henderson County Campus

The Board of Trustees of Blue Ridge Community College met at 5:00 p.m. on Monday, March 10, 2014, at the Henderson County Campus.

The following members were present:

John McCormick	Chip Gould
Betty Gash	Bill Ramsey
Ken Butcher	Patricia Jones
Dee Dee Perkins	Stan Cooper
Kohlan Flynn	Andrew Tate
Duke Woodhull	Dave Clavier
Scott Elliott	Subash Magar

The following members were excused:

Sandy Tallant

Others attending:

Molly Parkhill	Alan Stephenson	Marcia Stoneman
Antonia Berbrick	Julie Thompson	Chad Merrill
Ann Green	Lee Anna Haney	Glenda McCarson
Peter Hemans	Chad Donnahoo	Dean Shatley
Walter Currie		

Chairman McCormick called the meeting to order and welcomed members present 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 gave a brief introduction of new Board Member, Dave Clavier. Dr. Clavier was appointed by the Transylvania County Commissioners on February 19, 2014. Chairman McCormick informed the Board that Dr. Clavier received his oath of office from the Clerk of Court in Transylvania County.

Agenda Change

Chairman McCormick requested that the meeting agenda be changed to move the discussion of the BRCC/Wingate Partnership, currently under the Facilities Committee report, to closed session. Chip Gould made a motion to approve the agenda change as presented. It was seconded by Duke Woodhull and passed without dissent.

Minutes Approval

Chairman McCormick informed Trustees that the minutes from the January 13, 2014, regular session had been posted to the Board Web site prior to the meeting. Ken Butcher made a motion to approve the January 13, 2014, regular meeting minutes; it was seconded by Dee Dee Perkins and passed unanimously.

Facilities Committee

Committee Chairman, Chip Gould informed the Board that the Facilities Committee met jointly with the Finance & Investment Committee on February 25, 2014. The Committee was presented an update on current capital projects which are progressing well.

Mr. Gould stated the Committee also received information on future capital projects. This item will be moved to closed session later in this meeting.

Mr. Gould asked President Parkhill to provide information on the Maintenance & Use of the Baseball Field. President Parkhill stated the College had a lease agreement with a youth baseball organization for the use of the baseball field. However, this organization has now disbanded and the lease has been terminated. Dr. Parkhill stated there has been discussion about the management of the field moving to the Henderson County Recreation Department. A “draft” 10-year lease has been reviewed by the College attorney and if approved by the Board, this will go to the County for their approval at their March meeting. Chairman McCormick stated the Facilities Committee recommends the approval to enter into a 10-year lease with the County for the Maintenance & Use of the baseball field. The committee recommendation was unanimously approved as presented.

Finance & Investment Committee

Committee Chairman, Kohlan Flynn stated that during the joint meeting with the Facilities Committee on February 25, the Operating Budgets for both Henderson and Transylvania Counties were presented. Dr. Flynn shared with the Board that the budgets reflect a 2% salary increase

projected, which is based on information received from the Governor's office. There is also an increase of 3% in Henderson County for security cost increases. Dr. Flynn stated the Transylvania County budget also shows an increase in utilities due to the new Advanced Machining Lab. All questions were addressed. Chairman McCormick stated the Finance & Investment Committee recommends approval of the Henderson and Transylvania County Budgets as presented. The Committee recommendation was approved unanimously. A county budget analysis for a five-year period was provided showing a reduction in overall operating budget for Henderson County due to budget cuts and energy efficiencies. The Transylvania County budget showed an increase.

Dr. Flynn reviewed a proposed change to the current Memorandum of Understanding (MOU) between Blue Ridge Community College and the BRCC Educational Foundation. Per NC General Statutes, college funds cannot be transferred to the Foundation or any third party. The proposed change to the MOU is language to ensure the College and Foundation is compliant with NC Law. Discussion arose concerning how to correct this in the future. A suggestion was made to send a letter to local attorneys explaining the reason to leave funds/gifts to the Foundation rather than the College. Chairman McCormick stated the Finance & Investment Committee recommend approval for the language change to the MOU between the College and Educational Foundation as presented. The Committee recommendation was unanimously approved.

Dr. Flynn informed Trustees that a resolution from the College to the General Assembly in support of Community Colleges was posted to the Board web site for their review. President Parkhill shared with Trustees the NC Community College System's "Developmental Dividend: Reinvest in North Carolina's Community Colleges" plan. Dr. Parkhill stated she had shared this information with our local government representatives. President Parkhill stated reinvesting the developmental dividend efficiencies, as well as non-recurring funds in our current budget, will enable support for the strategic priorities that we all agree are critical for North Carolina's economic success. President Parkhill stated that the State Board and NC Association of Community College Trustees have asked all community college boards to approve a resolution urging the General Assembly to support NC economic recovery by reinvesting funds in the State's community colleges.

Chairman McCormick stated that the Finance & Investment Committee recommends approval of the Resolution as presented. The Committee recommendation was approved unanimously.

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 from the report:

- Blue Ridge Community College is a sub recipient of a large GoldenLeaf grant with Western Carolina University. One part of the grant is to achieve ABET certification in the engineering field to ensure smooth transition from community college to Bachelor's degree. Blue Ridge Community College would be second in the state with this ABET certification.

- On Saturday January 25, a sprinkler busted in the TEDC Building and poured about 250 gallons of water between the cave and the TV studio. Facilities Director, Peter Hemans has been working with the insurance company to assess damage and process the claim to begin repairs.
- BRCC's recently released 3-Year Cohort Default DRAFT Rate is 24.3% (compared to 20.0% last year). Many additional institutions in the North Carolina Community College System have expressed concern on the increased default rates of the Direct Loan program. A joint proposal named EX\$EL from the NCCCS and the NC State Education Assistance Authority has been submitted to the Department of Education for their consideration. The proposal requests institutions participating in this experimental site initiative be granted a five year waiver of any high loan default rate sanctions.
- On May 1, the NCRReady4Work Summit will be held on the BRCC Henderson County Campus. AB Technical Community College, Isothermal Community College, elected officials, workforce development partners, State Board members, and NCCCS staff, as well as Trustees will be invited to the summit. The meeting will look at current workforce programs, sharing some best practices, and brainstorm ways to better collaborate.

Educational Foundation Report

Ann Green, Executive Director, reported the Foundation Board of Directors approved Trustee Sandra B. Tallant (replacing Trustee Andrew Tate) as a director of the Educational Foundation.

Ms. Green stated the Hendersonville Woman's Club has started a new annual scholarship (\$1,500) with the Educational Foundation to be awarded in 2014-2015. This scholarship is awarded to a student 21 years of age or older, with a financial need, seeking to obtain a degree or upgrade a skill to provide a better quality of life for him/her. The recipient must be a Henderson County resident with a minimum 2.0 cumulative grade point average.

Ms. Green informed the Board that fundraising efforts from the 5th annual Daniel Furr Memorial Golf Tournament provided a gift of \$8,400 to the J. Daniel Furr Memorial Scholarship fund for 2014-2015 scholarship awards.

Other major gifts include: Eleanora Meloun made a \$15,000 addition to the Charles J. and Eleanora W. Meloun Scholarship Endowment Fund from the Charles and Eleanora Meloun Charitable Fund; a Donor Advised Fund with the Community Foundation of Henderson County, and Connetsee Falls Property Owners Association gifted \$15,000 for 2014-2015 scholarship awards.

Ms. Green stated the Henderson County Rescue Squad, Inc., donated a 1986 Chevrolet rescue truck valued at \$45,000. The truck will be used in the College's Fire Protection Technology and Emergency Medical Science programs. An additional In-Kind gift was received as Jo Ann Brittain, donated a 2004 Ford Taurus (valued at \$5,759) to the Automotive Systems Technology program.

Student Government Association Report

SGA President, Subash Magar reported on the following student activities from November: United Way yard sale, holiday party during exams, Christmas parade, spring semester welcome back breakfast, blood drive with “Blood Connections.”

Old Business

No old business.

Approval of Policy Changes

President Parkhill reviewed the proposed new language to the current Smoking and Use of Tobacco Products policy (5.9) prohibiting e-cigarettes and addressed all questions. Kohlan Flynn made a motion to approve the policy change as presented. It was seconded by Chip Gould and passed without dissent.

President Parkhill informed the Board that we will delay the review of the College’s Self-Supporting policy until May, once the State Board has approved changes to the State Code impacting local policies.

Chairman McCormick suggested a review of the College’s policy on hiring and firing of employees. At present the Board is the only one with the authority to hire and fire upon the recommendation of the College President. Mr. McCormick suggested that the Board change the policy to delegate the authority to the President. President Parkhill stated that this would require changes to several College policies as well as the Board’s By-Laws. Any change in the Board By-Laws would require a 30-day notice. After discussion, it was suggested that the President’s authority to hire and fire include all employees including vice-presidents. It was also suggested that the President report to the Board all hiring and firing that occurs in order to keep them informed. Additionally, new positions for the year should be presented to the Board for approval during the budget approval process. Dr. Parkhill stated that the College Administration will come back with a proposal based on the Board direction.

Approval of 2014-2015 Specific Fees and Live Projects

President Parkhill stated that the College’s Specific Fees is reviewed and approved by the Trustees annually. Dr. Parkhill reviewed the changes to the 2014-2015 Specific Fees and Live Projects, which included new fees for Phlebotomy and Craft Beer classes. All questions were addressed. After discussion, Kohlan Flynn made a motion to approve the specific fees as presented. It was seconded by Duke Woodhull and passed unanimously. A copy of the 2014-2015 Specific Fees and Live Projects is attached and made a part of these minutes.

Approval of Custodial Services RFP

President Parkhill requested approval to investigate a Custodial Services RFP for the College. Dr. Parkhill informed the Board that due to high attrition, it was difficult to maintain a quality custodial staff; therefore, it would be more beneficial to hire through a service than to try to continue maintaining a custodial staff. There would also be a cost savings by using a third party management. President Parkhill stated that at present the College has a significant number of custodial openings to fill. The College would look at reorganizing the Facilities Department with the possibility of hiring the current custodial staff. After discussion, Ken Butcher made a motion to allow the College to investigate the Custodial Services RFP as presented. It was seconded by Bill Ramsey and passed unanimously.

Review of Continuing Education Internal Audit Report

President Parkhill informed Board Members that a copy of the Continuing Education Internal Audit Report was posted to the Web site for their review. President Parkhill stated the College conducts an internal audit which reflects vice president and staff visits to on campus and off-site classes. President Parkhill stated no infractions were identified. A copy of the Internal Audit Report is attached and made a part of these minutes.

Review of State Audit/Federal Compliance

President Parkhill informed Trustees that the College was selected for this federal compliance audit for the year ended June 30, 2013. Dr. Parkhill stated that no deficiencies in internal controls were found and she commended the Financial Aid staff and Finance Department on their excellent work.

Review of Strategic Directions (2014-15 Prioritized List of Goals)

President Parkhill reviewed with Trustees the 2014-2015 Strategic Directions Prioritized Goals recommended by the President's Council. Dr. Parkhill stated the College Action Plans will be based on this list of goals and will be presented to the Board by mid-summer. All questions were addressed.

Review of Request for Use of Alcohol at Special Events

President Parkhill informed the Board of the following request for use of alcohol at special events:

- Pardee Hospital Foundation
2nd Annual Pardee Foundation Gala
June 21, 2014
Blue Ridge Conference Hall

Closed Session

Kohlman Flynn made a motion to enter into closed session pursuant to G.S. 143.318.11 (a) (3) for the purpose of discussing matters protected by the attorney-client privilege. It was seconded by Dee Dee Perkins and passed unanimously.

Return to Open Session

Upon returning to open session, Chip Gould made a motion to authorize President Parkhill to enter into a Memorandum of Understanding concerning an Allied Health facility shared with Wingate University, as long as the scope of the project does not change. It was seconded by Duke Woodhull and passed unanimously.

Kohlman Flynn made a motion to authorize the termination of the Roughgarden Trust with the superior court judge and transfer the funds to the Blue Ridge Community College Educational Foundation for the same purpose. It was seconded by Ken Butcher and passed unanimously.

Other Comments

The College's 3rd Annual BRCC Bookfest Bookclub this year will feature author Ken Grossman, and his book Beyond the Pale: The Story of Sierra Nevada Brewing Co.

There being no further business, the meeting was adjourned.

Chairman

Secretary