

Blue Ridge Community College
Board of Trustees Meeting
March 9, 2015, 5:00 p.m.
Henderson County Campus
Patton Building, Room 150

The Board of Trustees of Blue Ridge Community College met at 5:00 p.m. on Monday, March 9, 2015, at 5:00 p.m. on the Henderson County Campus, Patton Building, Room 150.

The following members were present:

John McCormick	Chip Gould
Betty Gash	Duke Woodhull
Sandy Tallant	Ken Butcher
Patricia Jones	Bill Ramsey
Kohlan Flynn	Jeremy Gibbs
Hannah Owens	

The following members were excused:

Dee Perkins
Andrew Tate

Others attending:

Molly Parkhill	Alan Stephenson	Julie Thompson
Marcia Stoneman	Chad Merrill	Carolyn Alley
Ann Green	Lee Anna Haney	Peter Hemans
Glenda McCarson	Steve Young	Brenda Conner
Ken Shelton	Joe Sanders	Chad Donnahoo, College Attorney

Chairman McCormick called the meeting to order and President Parkhill welcomed 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.

Ecusta Trail Presentation

Dr. Ken Shelton introduced himself and guest, Mr. Joe Sanders and showed a brief video clip. Dr. Shelton stated the Ecusta Trail is a proposed rail trail, yet to be established, between the cities of Hendersonville and Brevard. It is envisioned as a multi-use hike and bike 19 mile greenway along the railway corridor between the two cities. Dr. Shelton stated that once complete, the trail will connect with the Brevard Bike Path, the Estatoe bike path leading into Pisgah Forest and the Ochlawaha bike path connecting Jackson Park, Patton Park and Berkely Park in Hendersonville

Dr. Shelton informed Trustees that the Friends of the Ecusta Trail have helped develop an economic impact and planning study for the trail and are actively communicating this information with community groups and civic leaders throughout the region. Dr. Shelton presented information on the funding and benefits of the Ecusta Trail project.

Dr. Shelton encouraged Board Members to visit the Ecusta Trail website (www.ecustatrail.org) to gain more information and sign-up to individually support the project. Dr. Shelton and Mr. Sanders addressed all questions and thanked the Board for this opportunity to present to the Board.

Minutes Approval

Chairman McCormick informed Trustees that the minutes from the January 12, 2015, regular session had been posted to the Board web site and the December 18, 2014, and January 12, 2015 closed session minutes were mailed to Trustees. Kohlan Flynn made a motion to approve the January 12, 2015, regular and closed session minutes; it was seconded by Chip Gould and passed unanimously. Kohlan Flynn made a motion to approve the December 18, 2014 closed session minutes as presented. It was seconded by Betty Gash and passed without dissent.

Facilities Committee Report

Committee Chair, Chip Gould informed Trustees that the Facilities and Finance & Investment Committees met jointly on March 5, 2015. Mr. Gould stated a copy of the current capital projects listing for both Henderson and Transylvania Counties was posted to the Board web site for Trustees to review.

President Parkhill presented a schedule, provided by the architect, for the Facilities Master Plan update. Dr. Parkhill informed Trustees that several focus group meetings have been scheduled with the architect and stakeholders to discuss specific program area needs. President Parkhill stated that a final Facilities Master Plan should be ready to present to the Board at the May meeting.

President Parkhill reviewed in detail the 2015-2020 Facilities Condition Assessment Program (FCAP) summary which was posted to the Board web site. Dr. Parkhill informed Trustees that she has been in preliminary discussions with the Henderson County Public School administration regarding the possibility of increasing the number of students at the Early College on our campus, with additional students majoring in one of the College's career technical areas. There have also

been some discussion on the possible relocation of the Balfour Career Academy to our campus. President Parkhill stated she would keep the Board informed as these meetings continue.

Mr. Gould reviewed the proposed Henderson County Capital Budget with Board members and stated that the Facilities Committee recommend approval of the proposed budget. After discussion the Henderson County Proposed Capital Budget was unanimously approved.

Mr. Gould also reviewed the proposed Transylvania County Capital Budget and stated the Facilities Committee recommend approval of the proposed budget as presented. After discussion the Transylvania County Proposed Capital Budget was unanimously approved.

Finance & Investment Committee Report

Committee Chair, Kohlan Flynn stated at the joint meeting with the Facilities Committee on March 5, 2015, the Finance & Investment Committee were presented the proposed County Operating Budget for both Henderson and Transylvania Counties. Dr. Flynn reviewed the budgets in detail and stated the Finance & Investment Committee recommend approval of both the Henderson and Transylvania County Proposed Operating Budgets as presented. After discussion, the Proposed Operating Budget for both Henderson and Transylvania Counties were unanimously approved.

Dr. Flynn reviewed the recommended changes for the 2015-2016 Specific Fees and Live Projects, which included proposed increases to the technology and student activity fees. The Committee recommended that the technology fee go to a per credit hour charge while the student activity fee will remain on a tiered schedule.

President Parkhill provided a summary analysis on the technology fee changes and stated this is a more equitable way to charge students for their technology fee costs. Dr. Parkhill also described the changes to eliminate the student's graduation fee and incorporate the graduation cost into the student activity fee. Based on cost analysis of graduation, the student activity fee was reduced from what was presented to the Finance & Investment Committee. All questions were addressed. Dr. Parkhill also reviewed in detail the proposed changes to the Facility Rental Support Fee Schedule, which allow for a more streamlined flat fee structure and addressed all questions. Ken Butcher made a motion to approve the 2015-2016 Specific Fees and Live Projects and the Facilities Rental Support Fee Schedule as presented. It was seconded by Duke Woodhull and passed without dissent.

President Parkhill stated an email was recently sent to Board Members that the Governor's budget had been released on March 5. The proposed budget includes a tuition increase of \$4 per credit hour, bringing resident tuition to \$76 per credit and non-resident to \$268 per credit. The funds received from this proposed tuition increase would in essence decrease the state tax revenues to support community colleges. Dr. Parkhill shared the NCCCS Budget Tracking Sheet for FY 2015-2016 with Trustees and stated that she will be meeting with NCACCT and State Board members to discuss strategies to send a message to our Legislators to invest in community colleges. More information will be provided to Board Members so that we can all have a collective voice to share our message with Legislators.

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:

- The College received a letter from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), dated January 13, 2015, related to submission of our Fifth-year Interim Report. After review of our report, the SACSCOC Committee requested no additional report; and, accepted the Quality Enhancement Plan (QEP) Impact Report. We were told by our SACSCOC vice president that it is rare for colleges to have no additional reports requested.
- Some of the College staff received presentations from the top two vendors who will develop and produce a series of commercials and recruitment videos for the College as part of a comprehensive marketing plan. The company selected, Spiracle Media out of Charlotte, NC, will begin its time line in February and the project deliverables will be completed by April.
- BRCC has been selected for participation in Achieving the Dream beginning in June 2015. Achieving the Dream was conceived as a national initiative in 2004 by Lumina Foundation and seven founding partner organizations that are leaders in the higher education field. Over the course of six years, Achieving the Dream has demonstrated that innovative, evidence-based community college programs and interventions can produce and sustain improved student success. In 2010, with the support of the Founding Investor and Founding Partners, Achieving the Dream's Managing Partner (MDC) established Achieving the Dream, Inc., an independent national nonprofit organization. This nonprofit continues to work closely with an extensive network of partners, investors, advisors, coaches, colleges, and state policy teams to help millions of community college students realize greater economic opportunity and achieve their dreams. Today, Achieving the Dream leads the nation's most comprehensive, non-governmental reform network for student success in higher education history.
- The College has received the draft cohort default rate for the student loan program from the Department of Education. BRCC is now at 21.1% compared to last Fall's final rate of 24.3%. The final rate will be reported in September. The financial aid staff will be reviewing causes for this drop as we continue to explore ways to make positive impacts toward reducing our default rates.
- The Department of Education approved our submission of College Foundation, Inc. (CFI) as our third party servicer for loan default management with the EX\$EL program. EX\$EL is managed by CFI on behalf of participating schools and is made available through the joint efforts of Decision Partners, a premiere provider of online financial literacy education, CFI and the North Carolina State Education Assistance Authority (NCSEAA). EX\$EL works with colleges and universities to enhance students' financial education during college and beyond and guide student loan borrowers in successfully managing and repaying their loans.

Financial Update

Carolyn Alley reviewed in detail the Financial Update as of February 28, 2015. Ms. Alley presented information on the State and County budgets, the Institutional Cash Analysis, and the Accounts Receivable Analysis. Ms. Alley informed Trustees that due to lagging receipts and tax collections, the System Office has issued a January 2015 budget call back of \$144,829 for Blue Ridge Community College.

Educational Foundation Report

Ann Green, Executive Director, reported contributions for the first six months of the 2014-15 fiscal year were \$198,566 at December 31, 2014. Investment returns were 5.01% for the calendar year and 10.98% for the trailing three years. At December 31, assets of the Foundation were at \$10.7M.

The Board of Directors has ratified the actions of the Finance and Investment Committee to approve paying out endowment awards at the 4% spending rate for 2015-16, resulting in total awards of \$344,413. This is an increase of \$24,000 from last year's endowment awards.

Ms. Green informed the Board that three families have recently shared that they are remembering the Foundation in their estate plans. Ms. Green also stated that fundraising efforts from the 6th annual Daniel Furr Memorial Golf Tournament provided an additional gift of \$300 bringing the total amount pledged to \$8,700 to the J. Daniel Furr Memorial Scholarship fund for 2015-16 scholarship awards.

The 2015 Spring Community Ambassador Program is set to commence on Wednesday, March 4 with the following participants: Stephanie Bailey, Wells Fargo; Kristel Bane, Carolina Village; Judy Boleman, Village of Flat Rock; Tyrone Brandyburg, Carl Sandburg Home National Historic Site; Marcia Caserio, educator and James J. Caserio, MD; Craig DeBrew, Duke Energy; Cathy Dillard, Continental Automotive Systems; Reggie Gaither, Meritor; Steve Kirkland, Blue Ridge Literacy Council; Frank Merritt, Bold Rock Hard Cider; Mike Morgan, Signum; Marie Nicholson, Mars Hill University; Dr. Raymond Stone, retired (NC community colleges); Bob Sundeen, retired (business development and sales executive); Michael Thompson, The Van Winkle Law Firm; and Jonathan Wood, First Citizens Bank.

The following are the sponsors for the 2015 Balsam Range Concert Event which is scheduled for Friday, March 20: **Supporting Sponsor**, Asheville Savings Bank; **Event Partners**, Macon Bank and Mountain Credit Union; and **Other Partner**, Wingate University.

Ms. Green also informed the Board that this year's Giving Campaign ended with 100% participation from Trustees and Foundation Directors.

Student Government Association Report

SGA President, Hannah Owens reported student activities kicked off the semester with successful welcome back events. The Henderson County Campus (HCC) held a Welcome Back Breakfast on Wednesday, January 14 and Thursday, January 15. The Transylvania County Campus (TCC) greeted students and offered them a Welcome Back Snack on Monday, January 12. The Transylvania Campus event took place throughout the day and was extended to evening students as well.

In addition to campus wide meetings and a blood drive, student activities also sponsored Valentine's Day events. TCC hosted a Valentine's Day celebration on Thursday, February 12. Free Blue Ridge Bakery cupcakes were provided to curriculum students; members of the TCC SGA sold roses to benefit the Sharing House of Brevard.

HCC had a Valentine's Party on Friday, February 13. Each club hosted an interactive booth for students, and all leftover food was donated to the Hendersonville Rescue Mission.

Both campuses are pleased to have thriving SGA's and are looking at ways to expand their resources. This semester at HCC has shown an increase in involvement initiatives. Participation at campus events has seen a 3% increase over last semester.

TCC is continuing to grow their service partnerships. On January 28, Rob Rhodes met with a representative of the Sharing House of Brevard. The Sharing House is a local crisis assistance organization that has helped many BRCC students in the past. This meeting was to discuss how TCC can better support this worthwhile charitable organization through fundraising and possible volunteer activities.

Student activities is currently in the process of selecting a candidate for the 2015 Rotary Club of Hendersonville Scholarship Award. The candidates for the Dallas Herring Award and the Governor Robert W. Scott Student Leadership Award. Maria S. Booth and Megan A. Capps will be recognized at the SGA Awards Ceremony April 15.

Student activities is currently putting together a team for a Habitat Build on March 21. This will take place in Henderson County from 8am-3pm; if you are interested in joining our team we would love to have you involved.

Old Business

No old business.

Approval of New Curriculum Program – Associate in Engineering

President Parkhill informed the Board that the State Board of Community Colleges and the UNC Board of Governors have jointly signed a new articulation between the community colleges and the five UNC schools which offer Engineering degrees. The articulation allows community colleges to

apply to offer the Associate in Engineering (AE) degree. Dr. Parkhill stated that due to time considerations, Curriculum Committee Chair, Sandy Tallant agreed this matter should move forward to the full board for discussion. Dr. Parkhill explained the purpose of the new degree, employer demand, and projected student demand and briefly outlined the process required for approval by the State Board and SACSCOC. She further explained that the degree mirrors the Associate in Science degree program that the College already offers. She also noted that the College has sufficient master's level faculty to teach the courses. Pat Jones made a motion to approve our application for the AE degree. The motion was seconded by Sandy Tallant and passed unanimously.

Approval of Policy Changes

President Parkhill reviewed the proposed changes to the College's Admissions Procedure (4.1.1a). She stated that State Board of Community Colleges (SBCC) voted on October 17, 2014 to amend 1D SBCCC 400.2 – "Admission to Colleges". The SBCC amended this rule to comply with statutory language and to create an exception to the open door policy based on federal regulations causing financial hardship. The rule was effective as of November 1, 2014. Section (g) of this amended rule reads as follows:

"Boards of trustees may adopt policies refusing admission to any applicant who is not a resident of North Carolina who seeks enrollment in any distance education course only if that applicant resides in a State where the college is not authorized to provide distance education in that State."

After all questions were addressed and discussion, Jeremy Gibbs made a motion to approve the Admissions Procedure change as presented. It was seconded by Sandy Tallant and passed with a vote of 9 – 1.

President Parkhill reviewed the proposed changes to the Employee Classifications Policy (3.1.2), State Health Plan Eligibility Guidelines Policy (3.7.14), and the Part-Time Wage Plan Policy (3.8.2). Dr. Parkhill stated that these policy changes address the Affordable Care Act requirements. All questions were addressed. Chip Gould made a motion to approve the policy changes as presented. It was seconded by Jeremy Gibbs and passed unanimously.

President Parkhill stated that the College would like to offer Group Term Life Insurance in the amount of \$10,000 for each full-time employee. The annual premium for 2015 is based on a headcount of 183 full-time employees, which is \$4,831.20 and will be covered by the College. After discussion, Chip Gould made a motion to approve the additional benefit to full-time employees. It was seconded by Kohlan Flynn and passed without dissent.

Approval of Craft Beer Academy Resolution

President Parkhill informed Trustees that the College has hired an attorney, Matthew Cordell, of Ward & Smith to work on the necessary federal and state permits needed in the manufacturing of craft beer in our Brewing, Distillation, and Fermentation Program. Mr. Cordell was recommended

to us by Chad Donnahoo, and has already been engaged with the North Carolina ABC Board, the Tobacco and Drug Administration, and the US Department of Agriculture.

Dr. Parkhill presented a resolution to authorize the President to move forward with the necessary permit filings. A copy of the resolution was posted to the Board web site for Board review. After discussion and all questions were addressed, Duke Woodhull made a motion to approve the resolution as presented. It was seconded by Jeremy Gibbs and passed unanimously.

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 Continuing Education Internal Audit Report

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

Review of Financial Statement Audit Report

Chairman McCormick informed Trustees that an official copy of the Financial Statement Audit for Fiscal Year 2014 was posted to the Board web site. The Office of the State Auditor had completed the financial statement audit for the year ended June 30, 2014, with no deficiencies in internal control over financial reporting that are considered to be material weaknesses in relation to the audit scope or any instances of noncompliance or other matters that are required to be reported under Government Auditing Standards. Dr. Parkhill commended Carolyn Alley, Interim Vice President of Finance and Operations and her staff for their high quality work.

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. It was seconded by Betty Gash and passed unanimously.

Return to Open Session

Upon reconvening to open session and there being no further business, Chairman McCormick adjourned the meeting.

Chairman

Secretary