

Blue Ridge Community College
Board of Trustees Meeting
September 14, 2015, 5:00 p.m.
Henderson County Campus
Patton Building, Room 150

The Board of Trustees of Blue Ridge Community College met on Monday, September 14, 2015, at 5:00 p.m. on the Henderson County Campus, Patton Building, Room 150.

The following members were present:

John McCormick	Chip Gould	Dee Dee Perkins
Betty Gash	Mark Morse	Josh Hallingse
Patricia Jones	Bill Ramsey	Andrew Riddle
Kohlman Flynn	Jeremy Gibbs	Pat Jones
Andrew Tate	Priya Balakrishnan	

The following members were excused:

Duke Woodhull

Others attending:

Molly Parkhill	Alan Stephenson	Ann Green
Carolyn Alley	Maria Stoneman	Julie Thompson
Lee Anna Haney	Peter Hemans	Glenda McCarson
Tommy Oakman	Brenda Conner	Chad Donnahoo

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.

Approval of Agenda

Chairman McCormick asked if there were any changes that needed to be made to the meeting agenda. There being none, Kohlan Flynn made a motion to approve the agenda as presented. It was seconded by Dee Dee Perkins and passed without dissent.

Oath of Office

Chairman McCormick informed the Board that Trustees, that the Henderson County Clerk of Court administered the Oath of Office to Mark Morse and Pat Jones prior to this meeting. A copy of the oaths are attached and made a part of these minutes.

Minutes Approval

Chairman McCormick informed Trustees that the minutes from the July 13, 2015, regular session had been posted to the Board web site and the July 13, 2015 closed session minutes were mailed to Trustees. Jeremy Gibbs made a motion to approve the July 13, 2015, regular session minutes; it was seconded by Pat Jones and passed unanimously. Chairman McCormick stated that the July 13, 2015, closed session minutes will be discussed during the executive session.

Facilities Committee

Committee Chair, Chip Gould informed Trustees that the Facilities Committee met on August 25, 2015. The Committee received an update on current and carry forward capital projects. Mr. Gould stated that Peter Hemans presented details on the capital projects and also shared the facilities condition assessment notebooks, which provide information on each of the buildings located at both the Henderson and Transylvania County campuses. All questions were addressed.

Mr. Gould stated the Committee also reviewed the College's Facilities Master Plan Prioritization. Project details were provided to Trustees which included a proposed schedule. Mr. Gould stated that the Facilities Committee recommends approval of the Facilities Master Plan Prioritization as presented and authorized President Parkhill and staff to continue working on implementing the plan. After discussion and all questions were addressed, the Committee recommendation passed unanimously.

Mr. Gould asked President Parkhill to review with Board Members the proposed Early College and Career Academy. Dr. Parkhill explained that she has continued discussions with Henderson County Public Schools regarding a proposed Career Academy building on the Henderson County Campus. Mr. Gould stated that the Committee recommends authorizing President Parkhill to continue discussions with the Henderson County Public Schools and the Henderson County Board of Commissioners. After discussion and all questions were address, the Committee recommendation passed unanimously.

Mr. Gould stated that the Committee was also provided an update on the health sciences building project, which is moving along smoothly with classes to being August 2016. All questions were addressed.

Finance & Investment Committee

Committee Chair, Kohlan Flynn stated that the Finance & Investment Committee met on August 25, 2015. The Committee did not have any action items on the agenda. A Budget Workshop was presented to Trustees and the full PowerPoint presentation was posted to the Board website for Trustees to review. Dr. Flynn stated that the Committee was also provided additional information on the College's Categorical Accounts. This documents is also posted to the Board website. All questions were addressed.

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:

- Dr. Parkhill shared the Curriculum Enrollment information for Fall 2015, which also included information on enrollment by program area and Continuing Education enrollment numbers.
- President Parkhill reviewed the NCWorks Customized Training Project Report for Blue Ridge Community College for 2014-2015.
- Dr. Parkhill presented an executive summary from the College's Small Business Center's 2015 Annual Report. She stated that the Center has exceeded in all performance areas.
- Skills USA NC is providing a booth at the NC Mountain State Fair which runs from September 11 to September 20 at the Western NC Agricultural Center. Blue Ridge Career and Technical Education (CTE) students will be participating in competitions for these CTE booths.
- The College participated in the 2015 Business Expo hosted jointly by Asheville and Henderson County Chambers of Commerce at the WNC Agricultural Center on August 12.
- The College participated in the Hendersonville Apple Festival, September 4-6, with a booth on Main Street. Volunteers included faculty, staff, students, Trustees, and Foundation Directors. There were approximately 400 documented interactions with patrons of which 45 requested additional information.

Trustees commented on the look of the new BRCC police cars and also commended on the benefit of having two BRCC employees on the Henderson County Public Library Board of Directors.

Financial Update

Carolyn Alley stated that, although the College has not received its final allocation, the staff has begun the exercise of working on developing a budget based on the senate version. Through this process the College has identified some cost savings including renegotiation of our copy services contract with Toshiba. Ms. Alley informed Trustees that a historical document was included in

their meeting folders, which provides information on state salary increases from 2007 to 2015. Ms. Alley stated that the bond referendum will not be included on the November ballot this year; however, we anticipate that it will be on next year's ballot.

Educational Foundation Report

Ann Green, Executive Director, reported that the Educational Foundation received a clean audit opinion for year ended June 30, 2015, and a copy was uploaded to the Board website for Trustee's to review.

Ms. Green stated that the Educational Foundation's total support and revenue was \$889,115 for the 2014-15 fiscal year and total assets of \$10.8M at June 30, 2015. Investment returns were 2.09% for the past 12 months and 10.04% for the trailing five years.

The Educational Foundation's Board of Directors has approved its budget for the academic year. For 2015-16, more than 288 Foundation scholarships valued at \$456,388.26 are available for curriculum students and \$19,136.74 for continuing education students. This year's budget focuses on the mission-critical needs of our College. In addition to providing financial assistance to students through scholarships, a work-study program, and emergency grants and loans, the allocations focus on classroom equipment purchases and sponsoring faculty and staff professional development for a total budget of \$1,078,697.

Ms. Green informed the Board that Trustee Chip Gould has been approved to the Blue Ridge Community College Educational Foundation Board of Directors with appointments to the Executive and Community Engagement Committees. As a representative from the Board of Trustees, Chip replaces Sandy Tallant on the Board of Directors.

Ms. Green stated the Foundation has received the following gifts:

- Using long-term appreciated stock, two sisters have made an initial contribution of \$101,152.50 to establish an endowed scholarship fund in memory of their mother Dorothy Uhl Sawyer, whose life's work was dedicated to teaching nursing students. The Dorothy Uhl Sawyer Memorial Scholarship Endowment Fund will provide scholarship support for students in the Blue Ridge Community College Nursing program.
- Louis and Judith Santiago have donated \$5,000. Their gift is designated for the Blair-Santiago Family Scholarship Endowment Fund.
- OLDEZ Limited has made an in-kind gift of a 1970 American Motors Corporation Javelin SST, which is valued at \$15,685 to the College's Automotive Systems Technology program.

Through September 30, nominations are being accepted online for the following BRCC faculty and staff awards:

Dr. Eliza B. Graue Extra Mile Award
Dr. and Mrs. William D. Killian Outstanding Teacher Award
(nominations by full-time faculty only)
Dr. Molly A. Parkhill Staff Person of the Year Award
Dr. David W. Sink Jr. Community Service Award

All of the award recipients will be presented a monetary gift at the College Faculty and Staff Holiday Party on Friday, December 11, 2015, and announced at the December 18, 2015, graduation ceremonies.

Ms. Green informed Trustees that the 2015-16 Faculty and Staff Giving Campaign will be co-chaired by Surgical Technology Instructor Stephanie Kanupp and Director for Business Training and Personal Enrichment Ben Kish. This year's Campaign will kick off at the Faculty and Staff Campus Information Session on Wednesday, September 16, 2015, and will conclude on September 30.

Student Government Association Report

SGA President, Priya Balakrishnan reported the Henderson County Campus SGA has undergone several changes. The official board for the fall semester will be:

Priya Balakrishnan: President
Rachel Quinn: Vice-President
Elizabeth Mallard: Secretary
Jacob Bradley: Public Information Officer

Three of the representatives have taken office on the North Carolina Comprehensive Community College Student Government Association, or N4CSGA, board as well. Priya Balakrishnan is serving as president, Rachel Quinn is serving as the Special Populations Chair, and Elizabeth Mallard is serving as the Western Division Representative. Student activities is pleased to work alongside these strong student leaders. The N4CSGA will be hosting their Fall conference in Hickory on October 30-November 1. The SGA boards from both BRCC campuses will be in attendance and we invite you to join us.

Both campuses are diligently assisting with the N4CSGA and are excited to launch the 2015-2016 student activity season at their campuses. In addition both campuses have selected Student Ambassadors for the 2015-2016 academic year. TCC advisor Rob Rhodes and HCC advisor Cathy Stephenson held an orientation meeting on August 24; Rita Blythe and Amanda Everhart assisted. There are approximately 10 ambassadors between both campuses and four are new recruits; Ann Green (TCC), Rachel Quinn (HCC) Mani Antunez (HCC) and Katherine Brock (HCC).

The student activities coordinators at both campus have begun engaging BRCC's student leaders in leadership development training, and are looking forward to the 2015-2016 event season. A Welcome Back initiative took place on both campuses throughout the first two weeks of the semester where students were greeted by staff and given free breakfast and snacks.

The student activities team along with the SGA and ambassadors promoted BRCC throughout the Apple Festival, Friday September 4 through Monday September 7, by giving out information at BRCC's booth and participating in the King Apple Parade with a BRCC showcase.

President Parkhill informed the Board that SGA representatives traveled to Raleigh in April to meet with our legislators.

Old Business

No old business.

Approval of Changes to MOU between BRCC and BRCC Educational Foundation

Chairman McCormick reviewed the requested change to the MOU between the College and the Educational Foundation to change the title of vice president for Finance and Operation to chief financial officer. After discussion Kohlan Flynn made a motion to approve the change as presented. It was seconded by Chip Gould and passed without dissent.

President Parkhill informed Trustees that the complete MOU document is posted to the Board website for review.

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.

President Parkhill informed the Board that these were all replacement positions.

Review of Changes to College's Organizational Chart

President Parkhill informed Trustees as the College continue to experience decreases in the state budget to support our education programs and services. The College administration has had to reconsider its operations and current practices and consider alternative solutions to improve efficiencies supporting our mission priorities. Dr. Parkhill noted that changes to the organizational chart presented to Trustees at the May meeting reflected the elimination of two Vice President positions which not only saved the College \$200,000 but also reduces the College's overhead ensuring that state funds were directed to instruction and student services.

Dr. Parkhill stated that the organizational chart presented today represents five major divisions at the College. Each of the Vice President's has been asked to review their respective divisions to determine additional cost reductions and/or savings that would improve efficiencies. To date, the IT department within General Administration has developed a plan to re-organize the help desk. Three current IT technician positions have been eliminated through a reduction in force. One of the employees is retiring, and another has already found employment. The College is currently working with the third employee in her job search. The reorganization of this department will establish a more lean and flexible structure that will leverage part-time and contract resources to address specific project-based activities such as implementation and temporary workload surges such as large computer deployments.

President Parkhill stated that as we move forward this year, we will continue to assess our operations and may have additional recommendations that can be implemented to ensure that the College operates within budget but has provided adequate funds to support our mission priorities.

Review of 2015-2016 Board Committee Appointments

Chairman McCormick reviewed the 2015-2016 Board Committee appointments and thanked Trustees for their willingness to serve. Mr. McCormick stated that committee appointments are based from Trustee's responses to their indicated interests.

NCACCT Leadership Conference Update

Mark Morse, Kelly Leonard, Jeremy Gibbs, and Andrew Riddle provided brief comments on the benefits and excellent learning experiences gained from their attendance at the NCACCT Leadership Conference.

Closed Session

Chip Gould 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 Kohlan Flynn and passed unanimously.

Return to Open Session

Upon reconvening to open session Chairman McCormick asked for a motion to approve the July 13, 2015, closed session minutes. Kohlan Flynn made a motion to approve the closed session minutes as amended. It was seconded by Mark Morse and passed without dissent.

Comments by the Board Members

President Parkhill informed Trustees that a joint planning session with the Educational Foundation Board of Directors is scheduled on October 16, from 8 a.m. to 12 p.m. More information will be sent to Board Member at a later date.

Jeremy Gibbs requested the opportunity for Trustees to participate in board committee meetings via audio and/or video conferencing. President Parkhill stated that the College does have the capability to offer this to Board Members. After discussion, Board Members were agreeable to offer this distance learning option to attend committee meetings.

There being no further business Chip Gould made a motion to adjourn the meeting. It was seconded by Kelly Leonard and passed unanimously.

Chairman

Secretary