

Blue Ridge Community College Board of Trustees

November 19, 2018, 5 p.m.
Transylvania County Campus
Straus Building, Room 140

The Blue Ridge Community College Board of Trustees met on Monday, November 19, 2018, on the Transylvania County Campus.

The following members were present:

Lilly Blankenship	Steven Dozier	Jeremy Gibbs
John B. "Chip" Gould	Josh Hallingse	John McCormick, Jr.
William Ramsey	Kathy Revis	Susan Robinson
Richard "Duke" Woodhull, Jr.		

The following members were excused:

Betty Gash	Patricia Jones	Nathan Kennedy
Kelly Leonard	Andrew Riddle	

Others present:

Kathy Allen	Carolyn Alley	Kirsten Bunch
Daran Dodd	Chad Donnahoo	Chris English
Ann Green	Lee Anna Haney	Peter Hemans
Laura Leatherwood	Glenda McCarson	Chad Merrill
Tammy Pryor	Steve Young	

Chairman Gould called the meeting to order at 5 p.m. and welcomed all. As Mr. Riddle was not present, the planned special recognition was not observed.

Ethics Statement

Chairman Gould read the following Ethics Statement:

"Board Members, Madam President, financial and administrative staff:
You are reminded that you have a duty to avoid all conflicts of interest, potential conflicts of interest, and appearances of conflicts of interest. 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. Later in the meeting, Trustee Dozier recused himself from the vote related to the Four Seasons Hospice Veterans Garden request, disclosing the potential

for a conflict of interest as he currently serves on the Four Seasons Compassion for Life Board of Directors.

Approval of Agenda

Chairman Gould then entertained a motion to approve the meeting agenda. Kathy Revis moved to approve the agenda as presented. The motion was seconded by John McCormick and passed unanimously.

Approval of Consent Agenda

Mr. Gould read aloud all the items listed on the Consent Agenda:

- Approval of Minutes – September 10, 2018 regular session
- Approval of Agreement with Transylvania County and Transylvania County Sheriff's Office – TCC Security
- Review of 2018 Campus Safety and Security Report
- Approval of 2019-2020 Academic Calendar
- Review of Requests for Use of Alcohol at Special Events
- Review of New Employees

The Chairman then asked whether any items should be moved to "New Business" to allow for further discussion. In response, Steve Dozier moved to approve the Consent Agenda as presented. The motion was seconded by Duke Woodhull and passed without opposition.

Facilities Committee Report

Facilities Committee Chair Duke Woodhull shared that Henderson County Public Schools (HCPS) has requested permission from the Trustees to remove the concrete concession building located at the baseball field. Dr. Merrill added that HCPS maintenance staff would oversee the removal of the structure at no cost to Blue Ridge Community College. By direction of the Committee, Mr. Woodhull moved the approval for the Board of Trustees to grant the request of Henderson County Public Schools to remove the concrete structure at the baseball field at no cost to Blue Ridge Community College. Chairman Gould noted that as the motion was coming from the Facilities Committee, no second was needed and called for the vote. All were in favor; the motion carried without opposition.

Mr. Woodhull then called on Chad Merrill to discuss the requests from the Henderson County Fire and Rescue Association (HCFRA). Dr. Merrill began with an overview of the history of the sewer line request. He reminded Trustees that as part of the College staff's due diligence, as charged by the Trustees when the sewer line installation was approved, it had been decided that the College would take the lead on the project, and would start the process to obtain bids for the job. The College will work closely with HCFRA to ensure their needs are met and will bill HCFRA for all related expenses. Mr. Gould added that HCFRA has funding for the project. Dr. Leatherwood added that the Committee agreed that a detailed Memorandum of Understanding should be drafted and signed to ensure that all parties are in agreement with the final details of the project. College Attorney Chad Donnahoo added that he would have a draft of the agreement soon and suggested that the Board consider authorizing the President

to sign on their behalf so that the College can proceed with the project. When discussion ended, a motion was made by Josh Hallingse to allow the President to sign the MOU between BRCC and HCFRA on behalf of the Board of Trustees to allow the sewer line installation project to move forward. The motion was seconded by Jeremy Gibbs and passed without opposition.

Dr. Merrill remarked that another option for Trustees to consider is whether to extend the sewer line past the Fire Training Center toward the location where the College has future plans to construct the Police Officer Physical Agility Test (POPAT) building. College staff will obtain an estimate on the extension of the sewer to accommodate the future POPAT building as a separate project and will present to the Board for consideration.

The second request from HCFRA is for approval to construct a new burn building at the Fire Training Center on the Henderson County campus. Dr. Merrill gave an update and shared that details related to HCFRA's financing of the building (College property cannot be used as loan collateral) are still being worked out and this item is not ready to be considered by the Board for a vote. The College Attorney will be asked to draft a Memorandum of Understanding to cover the responsibilities of each party in the proposed transaction, when known.

Dr. Merrill shared that Anne Valentine of Four Seasons Compassion for Life (FSCFL) has asked for permission to conduct surface grading on College property to prevent water from going directly into a new Veterans Garden they have planned for construction in spring 2019. Mr. Donnahoo advised that he saw no need for a formal license agreement and a resolution from the Board would be sufficient. After all questions were answered, Dr. Gibbs moved to allow FSCFL reasonable access to College property to perform erosion control for the Veterans Garden project. The motion was seconded by Mr. Ramsey. Mr. Dozier recused himself from the vote. There were no opposing votes.

Next, Dr. Merrill called attention to the Capital Projects and Major Capital Projects reports that were posted to the meeting website. He reminded Trustees that changes since the last meeting were highlighted in yellow and answered all questions. In accordance with newly adopted College procedure 5.6.4, Use of Design Professional Services, Dr. Merrill disclosed that two contracts with SIMS Group, each for approximately \$2,400, had been reviewed by College Attorney Donnahoo and signed by President Leatherwood. The contracts are for engineering design services for the replacement of existing boilers in the Killian and General Studies buildings.

In conclusion, Dr. Merrill updated Trustees on the progress of the Four-Year Facilities Plan. He referenced and led an overview of the plan document that was included in the meeting folders. He talked about the process, what had been accomplished thus far, and the timeline for completion. Chairman Gould invited all Trustees to attend the December 17 Facilities Committee meeting to review and discuss the final details of the plan. Dr. Leatherwood stressed that Trustee feedback was needed so that the final plan would receive their full

support and advocacy. The final plan will be offered by the Facilities Committee to the full Board at the January 14 meeting for approval, then presented to the Henderson County Commissioners at their budget meeting on January 16 or 17.

Finance and Investment Committee Report

Chairman Gould recognized BRCC Associate Vice President and CFO Carolyn Alley to provide a financial update as of September 30, 2018, which included analysis of the following:

- State Budget
- Henderson County and Transylvania County Budgets
- Institutional Funds & Short Term Investments (STIF) Fund Balances

Ms. Alley referred to the Financial Narrative and the Financial Update reports that were posted to the meeting website. When reviewing these documents, she reminded Trustees that the College's original State budget allocation was \$15,263.37. She reported the receipt of additional allocations totaling \$162,974 for Career & College Ready Graduate Alignment, Customized Training Projects and the Federal allocation for Basic Skills.

Ms. Alley noted that it is now very likely that 1% of the State budget that was set aside for reversion will be called for by the State sometime in January 2019.

Overall, Ms. Alley stated that the College budget is on target and that cash balances are much improved as compared to the end of the first quarter last year.

During the Institutional Funds analysis, Ms. Alley disclosed that the approximate \$52,000 deficit in fund 02 (restricted) is due primarily to reimbursable grant amounts due to the College from WIOA, Upskills and the Environmental Health Safety Institute. Ms. Alley shared that the approximate \$32,000 deficit in fund 07 (plant funds) is due to the timing of ConnectNC Bond fund expenses and revenues, and that the deficit in fund 09 (agency funds) is due to the timing of financial aid expenses and revenues, as well as Return to Title IV excess financial aid balances. Ms. Alley shared that the deficit in fund 09 is not unique to BRCC - many community colleges are facing this challenge - and that she and President Leatherwood are working to eliminate negative institutional cash balances including the excess financial aid within three to five years.

Ms. Alley also covered the current short term investment funds (STIF) balance as of September 30.

After allowing for questions, Ms. Alley referenced the Financial Statements for the Fiscal Year Ended June 30, 2018, and the Unaudited Financial Statements Narrative (Narrative) reports that were posted to the meeting website. She reminded the Committee that the Board of Trustees approved for the College to go to an every other year financial statement audit this past March. Therefore, as the financial statements were audited for the year ended June 30, 2017, the financial statements for the year ended June 30, 2018, will not be subject to

outside audit. Ms. Alley reviewed these documents with the Committee and included details on the following:

- Statement of Net Position
- Statement of Revenues, Expenses and Changes in Net Position
- Exhibits
- Notes and Required Supplemental Information

When covering the Statement of Net Position, Ms. Alley informed the Committee of the amount of the College's negative unrestricted net position total and referred to the detailed explanation in the Narrative. Total cash and equivalents at June 30, 2018, increased 8% over June 30, 2017. All questions regarding the financial update were addressed.

Next, Chairman Gould called attention to the Campus Parking and Traffic Regulations Resolution. Dr. Merrill explained that there are currently no approved fines for violations of campus parking and traffic regulations and justified the need for fines to be collected. The fines imposed would be much less than the cost of a State citation, which is the only other option currently available for BRCC Campus Police. After all questions were answered, Trustee Gibbs suggested an amendment to the Campus Parking and Traffic Regulations Resolution: change the word "fee" to "fine" as what was being proposed is a monetary penalty for a traffic or parking offense, not a fee. Mr. Gibbs then moved to approve the Campus Parking and Traffic Regulations Resolution as amended. The motion was seconded by John McCormick and passed without opposition.

President's Report

President Leatherwood approached the podium and began her presentation with student, staff and college success items including:

- SACSCOC Reaffirmation
 - Over the last year, a lot of work has been done to get the College ready
 - Special recognition to Dr. Chad Merrill and Carol Ann Lydon for their work
 - The onsite review team spent the week looking at the College
 - Chairman Chip Gould and Vice-Chairman Jeremy Gibbs were interviewed
 - The BRCC team did a terrific job
 - The College received no recommendations from the SACSCOC review team
- Small Business Center (SBC) Impact Award for 2018
 - Each year when the SBC's across the State submit their Annual Report they also submit a story on a client
 - The SBC Network leadership selects one of those to win
 - This year BRCC won!
 - The company was Always Best Care Senior Services, owned by Jim Smeaton
 - They provide in-home care for seniors who wish to remain independent

- Blue Ridge Now-Best College Award
 - We were also competing against Western Carolina University and UNC-Asheville
 - SGA President Lilly Blankenship accepted our award along with Vice President for Student Services Kirsten Bunch
- Partners of the Year – Henderson County Partnership for Economic Development
 - BRCC was recognized along with the Henderson County Public Schools
 - This took place at their Annual Event October 25th

Other items reported on included:

- NC Community College System’s Legislative Agenda
- Online giving now available
- Annual report for 2017-2018
- Faculty and Staff Holiday Party
- 50th Anniversary Celebration
- Fundraising Campaign Update
- Friendraising Event being planned in 2019 at the Health Sciences Center
- BRCC Brand Refresh
- Four-year Facilities Plan for Henderson County
- Will begin looking at Transylvania County facilities soon
- Construction Change Order report (as per College Procedure 5.6.5)

Dr. Leatherwood conveyed her continued appreciation to the Board for their support and involvement with the College.

All questions were answered.

Educational Foundation Report

As detailed in the President’s Report that was posted to the Board website, Educational Foundation Executive Director Ann Green gave an update on the following:

- IMPACT Campaign and upcoming Campaign Event at the Health Sciences Center
- Online Giving
- Faculty and Staff Giving Campaign
- Rug & Home 52 Weeks of Giving Program Recipient
- 2018 Scholarship Appreciation Luncheon
- 2018 Community Ambassador Program
- 2019-2020 Endowment Awards

Ms. Green also provided a financial update through September 30, 2018 and described all major gifts received since the last Board meeting. She reported total support and revenue of \$490,000 and total assets of \$13.2 million as of September 30, 2018. Foundation investments returns were 3.46% for the quarter and 10% for the trailing three years.

Student Government Association (SGA) Report

SGA President Lilly Blankenship provided an update on recent SGA activities at both the Henderson County and Transylvania County campuses. She highlighted several items from her posted report including SGA involvement in the SACSCOC onsite visit, a Halloween Costume Contest, and the SGA partnership with BRCC's Phi Theta Kappa club to provide Hurricane Florence relief to James Sprunt, Cape Fear and Coastal Carolina Community Colleges. Ms. Blankenship reported that SGA would be representing BRCC in the Hendersonville Christmas Parade on December 1.

Old Business

No old business.

New Business

No new business.

Closed Session

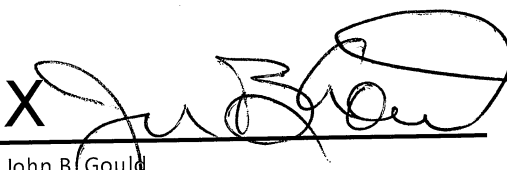
At approximately 6:15 p.m. a motion to go into closed session pursuant to G.S. 143-318.11(a)(1), to prevent the disclosure of confidential personnel information pursuant to G.S. 115D-27, and 318.11(a)(3), to present disclosure of confidential attorney-client communications was made by Dr. Gibbs. The motion was seconded by Steve Dozier and passed unanimously. Faculty, staff and guests were excused from the remainder of the meeting.

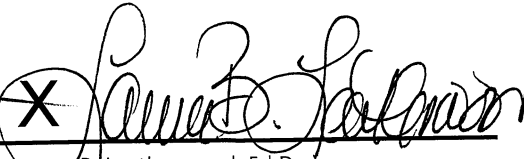
The meeting returned to regular session at approximately 6:23 p.m.

Comments by Board Members and Adjournment

Chairman Gould called attention to the reminders listed at the bottom of the agenda and mentioned it was a good idea to come early to the Holiday Party as parking can be challenging at the Country Club. He then opened the floor for any final comments. President Leatherwood expressed her appreciation to the Board for their time and support.

With all discussion ended and there being no further business, the meeting was adjourned at 6:25 p.m. on a motion by Jeremy Gibbs, seconded by John McCormick. None opposed.

X 
John B. Gould
Chairman

X 
Laura B. Leatherwood, Ed.D.
Secretary