

Blue Ridge Community College
Board of Trustees Meeting
July 11, 2016, 5:00 p.m.
Henderson County Campus
Patton Building, Room 150

The Board of Trustees of Blue Ridge Community College met on Monday, July 11, 2016, 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
Andrew Tate	Mark Morse	Betty Gash
Jeremy Gibbs	Andrew Riddle	Kohlan Flynn
Kelly Leonard	Duke Woodhull	Patricia Jones
Bill Ramsey	Elizabeth Mallard	

The following members were excused:

Josh Hallingse

Others attending:

Molly Parkhill	Alan Stephenson	Chad Merrill
Julie Thompson	Carolyn Alley	Maria Stoneman
Ann Green	Lee Anna Haney	Peter Hemans
Glenda McCarson	Brenda Conner	Chad Donnahoo
Kim Gasperson-Justice		

Chairman McCormick called the meeting to order and welcomed 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, Mark Morse made a motion to approve the agenda as presented. It was seconded by Kohlan Flynn and passed without dissent.

Minutes Approval

Chairman McCormick informed Trustees that the minutes from the May 9, 2016, regular session had been posted to the Board web site and the May 9, 2016 closed session minutes were mailed to Board Members. Kelly Leonard made a motion to approve the regular and closed session minutes; it was seconded by Andrew Tate and passed 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:

- The College's Policy & Procedures Manual has been reformatted and is now more user friendly. Trustees were shown how to access the new Policy & Procedures Manual on the College's website.

President Parkhill informed Board members that she will be retiring at the end of the fiscal year, June 30, 2017. An official notice of retirement letter was distributed to all Trustees. Dr. Parkhill stated that it has been a great honor to work for so many years with the finest faculty and staff and thanked Trustees for their commitment to the College.

Chairman McCormick remarked that the Board will be responsible for choosing the next President to lead Blue Ridge Community College. Mr. McCormick informed Trustees that he has contacted the NCCCS office to determine the process for a presidential search and stated that he was involved with the last presidential search when President Parkhill was chosen as President of the College. Chairman McCormick stated that a Presidential Search Ad-Hoc Committee will need to be formed and this can be discussed at a future meeting.

Financial Report

Carolyn Alley, reviewed the Current Financial Condition Report and Narrative which was posted to the Board website prior to the meeting. Ms. Alley informed the Board that the College has balanced the state budget and will carry forward \$110 in unspent equipment funds and \$186 in unspent library book funds for the 2016-17 year contingent upon approval of the State General Fund appropriation.

Ms. Alley informed Trustees that the College is facing an estimated \$700,000 to \$800,000 reduction in the state budget for the 2016-17 fiscal year and reviewed some of the budget reduction

strategies that the College leadership is considering. Discussion arose regarding the reduction of the state management flex and declining enrollment numbers. All questions were addressed.

Oath of Office

The Honorable Kimberly Gasperson-Justice, Henderson County Clerk of Superior Court, administered the oath of office to John McCormick. A signed copy of the "Oath of Office for Board of Trustees" is attached and made a part of these minutes.

Human Resources & Events Annual Reports

Chad Merrill reviewed the 2015-2016 Human Resources Annual Report with Trustees. Dr. Parkhill stated that, the employee head count has decreased compared to the previous year. All questions were addressed.

Dr. Merrill also reviewed the 2015-2016 Event Activity Annual Report which included the two main rental facilities on the Henderson County Campus. He stated that the revenue totals are consistent compared to last year. Dr. Merrill informed Trustees in-house events are given first consideration and then the College works to accommodate outside stakeholders. A list of outside organizations that use our facilities can be provided to Board Members if so desired. All questions were addressed.

Dr. Merrill presented an update on the College's marketing and recruitment efforts and reviewed some of the advertising campaigns and summer camps happening currently through fall registration. Dr. Merrill stated the College had recently engaged the Allison Marketing Group to assist with implementation of some of the key strategies in the College's Marketing Plan. A Marketing Boot Camp was held on June 28 with the Allison Group with Trustee Bill Ramey, Lee Anna Haney, Ben Kish and Vice Presidents Merrill, Stephenson, Stoneman, and Thompson. Dr. Merrill stated that the Allison Marketing Group was very complimentary of the College's current marketing efforts.

Educational Foundation Report

Ann Green, Executive Director, reported that the Educational Foundation had received contributions total \$691,011 for the 2015-2016 fiscal year. Investment returns are 5.73% and 5.54% for the trailing three and five years, respectively. At June 30, 2016, assets of the Foundation were \$10.4 million. In 2015-2016, the Foundation awarded \$765,548. This includes scholarships of \$388,571, which is the highest amount paid out in scholarships, and other direct student financial assistance (work-study and emergency grants and loans) of \$6,765; student recruitment and summer camps \$12,543; library \$6,519; support of endowed chair positions \$50,698; equipment/tools for Computer-Integrated Machining Technology and Fine Arts - Art \$101,151 and \$27,337, respectively; other program support \$32,279; College marketing \$6,841; faculty and staff development of \$51,800; faculty/staff awards and recognition \$6,032; wellness for employees \$2,646; bond referendum \$2,966; and in-kind grants to the College of \$69,400.

The Educational Foundation's Finance & Investment Committee will meet on July 12. Information from this meeting will be report to Trustees at the September board meeting.

Ms. Green informed Board Members of the following major gifts to the Educational Foundation:

- Gary and Kathleen Harris donated 577 shares of Vanguard Total Stock Market Index Fund valued at \$29,375.07 to serve as the initial contribution to establish the Harris Family Scholarship Endowment Fund. The purpose of the Fund is to provide scholarship support for a student pursuing a career in the skilled trades.
- Continental Automotive pledged \$10,000 to fund four \$2,500 Continental Automotive Systems Scholarships for the 2016-2017 academic year. The Continental Automotive Systems Scholarship is awarded with first preference to a graduating senior in each of four Henderson County high schools (East, North, West and Hendersonville) or the Balfour Education Center, not otherwise financially capable of participating in the Mechatronics Engineering Technology Associate in Applied Science Degree program or if necessary Computer-Integrated Machining, Mechanical Engineering Technology, or Electronics Engineering Technology Associate in Applied Science Degree programs. Should one or more scholarships remain unawarded, the award may be made to more than one graduating senior from a Henderson County high school or the Balfour Education Center, a student who is a resident outside of Henderson County, or a previous high school graduate or its equivalent.
- The Hendersonville Lions Foundation gifted \$11,000 as an additional gift to their already established Hendersonville Lions Vision and Hearing Scholarship Endowment Fund. This scholarship is awarded with preference to a student pursuing studies toward eye care, eye research, hearing, or other health-related areas.

Ms. Green stated that to date, more than 267 Blue Ridge Community College Educational Foundation scholarships, totaling \$437,359.31, are available for 2016-2017 curriculum students. The College's Financial Aid and Scholarship Committee is meeting on a regular basis to award these scholarships. In addition, \$8,611.54 is available for continuing education students for a total of \$445,970.85.

Ms. Green asked Trustees to save the date of Monday, September 12, from 4:30-5:30 in the afternoon to attend the Trustee/Foundation Director Social. Weather permitting, we will gather on the lakeside patio of the Patton Building. Patton 150 is the rain location. Invitations will be forthcoming.

Student Government Association Report

Elizabeth Mallard, SGA President reported the following:

- SGA and Phi Theta Kappa had raised \$205 for the American Cancer Society Relay for Life. The SGA co-hosted the Survivor Dinner for Relay for Life held in BRCC's Conference Hall May 20.
- Last year's SGA President, Priya Balakrishnan attended the NCCCS Board of Trustees meeting on May 19.
- The N4CSGA met at BRCC on May 21 to interview candidates for the 2016-2017 N4CSGA Executive Board. Priya and Elizabeth attended the N4CSGA transition and bonding meeting with the incoming N4CSGA Executive Board.
- The SGA reviewed and amended the SGA Constitution in order to update the constitution to meet current duties and responsibilities of officers, members and advisors for the Student

Government Association. The amendments are in line with the N4CSGA constitution. Incoming President Elizabeth Mallard is in the process of writing the amended constitution for review by College administration.

- Cathy Stephenson is in the process of reviewing campus clubs that have not been in operation for a year or more to determine if the organizations need to be disbanded. Any funds in disbanded club accounts will be disbursed to the SGA Account as of July 1, 2016.
- Blue Ridge Community College SGA 2016-2017 Officers are: President: Elizabeth Mallard, HCC Officers: Vice-President: John Moore, Secretary/Treasurer: Amy Spanbauer, and Public Relations: vacant. TCC Officers: Vice President: Ann Green, Secretary: Bethany Chappell, and Public Relations: Danny Satterfield.

Facilities and Finance & Investment Committees Joint Meeting

Facilities Committee Chair, Chip Gould reported that the Facilities Committee met jointly with the Finance & Investment Committee on June 28. The Committee was provided an update on current capital projects which was posted to the board web site for review. He stated that the College should receive the certificate of occupancy for the Health Science Center by mid-July with classes scheduled to begin August 17. Mr. Gould invited Trustees to attend a tour of the new Health Science Center building on August 5, at 8:30 a.m.

Mr. Gould stated that the Committee was also informed that House Bill 956 was approved which allows Henderson County to construct buildings on the College's Henderson County Campus using the local building procurement and contracting procedures. This will allow for the new Innovative High School/Career Academy project to move forward.

Mr. Gould also stated that the Committee was presented information regarding a proposed Law Enforcement Training Center to be constructed on the Henderson County Campus. An Executive Summary outlining this proposed project was posted to the Board web site for review.

President Parkhill informed Trustees that preliminary floor plans for the proposed building were provided for review. A building site location on the Henderson County Campus has not yet been determined. President Parkhill stated that in these preliminary discussions, the Henderson County Sheriff's Office has indicated that they would be willing to assume the responsibility of supervising, scheduling and maintenance of the facility. She informed Trustees that policies and guidelines established under House Bill 956 for the Innovative High School/Career Academy would apply for this capital project. Dr. Parkhill also stated that if this project moves forward, the bond funds identified for the POPAT course would be redirected to another priority project identified in the College's Master Facility Plan.

Mr. Gould stated that the Facilities Committee recommends approval to authorize the College Administration to continue negotiations and present proposed cost and location to the full Board of Trustees. After discussion and all questions were addressed, the Committee recommendation was approved without dissent.

Finance & Investment Committee Chair, Kohlan Flynn stated that at the June 28, joint meeting with the Facilities Committee, Trustees were informed that both Henderson and Transylvania Counties have fully funded the College's capital and operating budget requests for 2016-17. The Committee

also received an update on the 2016-17 State Budget. President Parkhill mentioned that the College's formal financial statements for 2015-16 year would be presented to the Board at the September meeting.

Chad Merrill reviewed carry forward capital projects and the current Request for Proposal (RFP) for the following projects: keyless/wireless security system, installation of security cameras, outdoor lighting, and emergency mass notification system. All questions were addressed.

Nominating Committee

Committee Chair, Duke Woodhull informed the Board that the Nominating Committee met on June 28 to develop its recommended slate of officers for 2016-2017. Taking into account anticipated future challenges facing the college, individual trustee expressions of willingness to serve, and a desire to achieve an appropriate proportional balance between Hendersonville and Transylvania counties' representation on the Executive Committee, the following slate of officers is recommended: Chair – John McCormick; Vice Chair: Chip Gould; Secretary: Molly Parkhill.

The BRCC Bylaws specify the composition of the Executive Committee as being the Chair and Vice Chair, one Board member appointed by the Chair, and two Board members elected annually by the trustees. The Nominating Committee recommendations are not applicable for the first two positions, in that they are statutory positions. To fill the remaining three positions, the Nominating Committee recommends (1) that the Chair appoint Kohlan Flynn to fill the third position and (2) that Duke Woodhull and Jeremy Gibbs be elected to fill the fourth and fifth positions.

It was noted that the Section 4, Article II (Officers and Term of Office) of the Bylaws currently defines a broad range of duties for the Secretary which extend well beyond the capability of any single Board member, yet allows for election of a single member to fulfill that role. The Nominating Committee therefore respectfully suggests that the Bylaws Committee amend that section of the Bylaws to designate the President for the position of Secretary.

Mr. McCormick asked if there was any discussion or nominations from the floor. Discussion arose regarding the need for board officer succession planning, the possibility of term limits for board officer positions, the upcoming search for the next president of the College, and the recommendation that the Bylaws Committee meet to review the current Board Bylaws. There being no nominations from the floor, the Nominating Committee's recommended 2016-2017 Slate of Officers was approved with a vote of 13 approved and 1 opposed.

Chip Gould made a motion that the Board Bylaws Committee convene to review the current Board Bylaws for best practices with emphasis on nominating processes, roles of officers, and officer term limits. The motion was seconded by Kelly Leonard and unanimously approved.

Old Business

No old business

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. Mark Morse made a motion to approve the Blanket Travel Authorization. It was seconded by Betty Gash and passed unanimously.

Authorization of Policy Changes

College Attorney, Chad Donnahoo reviewed the requested changes to the Equal Access & Equal Opportunity (2.24) Policy. He stated that this is in response to HB2 and changes were made from guidance received from the Department of Education and Office of Civil Rights. After discussion, a suggestion was made to amend the proposed changes to this policy to include age. After all questions were addressed, Dee Dee Perkins made a motion to approve the changes to the Equal Access & Equal Opportunity (2.24) policy as amended. It was seconded by Pat Jones and passed unanimously.

President Parkhill reviewed the proposed changes to the College's Vacation Leave (3.7.1) policy and addressed all questions. After discussion, Jeremy Gibbs made a motion to approve the policy changes as presented. It was seconded by Kelly Leonard and passed unanimously.

Review of New Employee

Chairman McCormick reviewed the new employee listing which was posted to the Board web site prior to the meeting. President Parkhill informed Trustees that the Accounting Technician and Plant Operations positions are replacement positions. The Basic Skills Instructor is a temporary position and the NC Works Career Coach in Transylvania County was part of a special appropriations by the General Assembly.

Review of Mountain Area WDB Audits

Chairman McCormick informed Board Members that copies of the Mountain Area Workforce Development Board (MAWB) Audits were posted to the Trustee web site prior to the meeting. In compliance with the Federal regulations, the MAWB is required to monitor all agencies receiving financial funding under the Workforce Investment Act. The audits reviewed the financial records, policies and procedures, programmatic monitoring and enrollment goals of the College's programs in both Henderson and Transylvania counties. No findings were reported with all records in compliance with the contract and WIA regulations.

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.

Review of Request for Use of Alcohol at Special Events

Chairman McCormick informed the Board of the following request for use of alcohol at special events:

- Four Seasons Compassion for Life – Volunteer Appreciation Dinner
August 19, 2016

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 Chip Gould and passed unanimously.

Return to Open Session - Comments by the Board Members

Trustee Jeremy Gibbs recommended that the College consider using a consent agenda to help expedite the board meeting process. He suggested that this might be something that the Ad hoc By-laws Committee would review.

Trustees commented that the laptops provided were very helpful during the meeting.

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

Chairman

Secretary