

Blue Ridge Community College
Board of Trustees Meeting
May 13, 2013, 5:00 p.m.
Transylvania County Campus

The Board of Trustees of Blue Ridge Community College met at 5:00 p.m. on Monday, May 13, 2013, at the Transylvania County Campus.

The following members were present:

John McCormick	Kohlan Flynn
Dee Dee Perkins	Betty Gash
Candler Willis	Ken Butcher
Andrew Tate	Ronnie Pepper
Chip Gould	Scott Elliott
Bill Farrell	Krishnaveni Balakrishnan

The following members were excused:

Sandy Tallant
Teresa McCall
Patricia Jones

Others attending:

Molly Parkhill	Alan Stephenson	Marcia Stoneman
Julie Thompson	Carolyn Alley	Chad Merrill
Ernest Simons	Ann Green	Lee Anna Haney
Brenda Conner	Peter Hemans	Glenda McCarson
Chris English	Chad Donnahoo	Subash Magar
Edward Maglot		

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.

Advanced Manufacturing Presentation

The Board of Trustees viewed a video about the College's partnership with local manufacturers and its advanced manufacturing training. President Parkhill stated that the College plans to use specific segments from the video in the College's recruiting efforts. Segments can be targeted for different audiences and use in commercials.

Chairman McCormick informed the Board the Rotary meeting which was recently held at the college was an excellent opportunity for Rotary members to tour the campus and see first hand some of the programs offered at BRCC. Mr. McCormick encouraged Trustees to invite other similar civic organizations to also consider the college campus as a meeting venue.

Minutes Approval

Chairman McCormick informed Trustees that the minutes from the March 11, 2013, regular session had been posted to the Board Web site prior to the meeting. Dee Dee Perkins made a motion to approve the minutes as presented. It was seconded by Ronnie Pepper and passed unanimously.

President's Evaluation Committee

Committee Chair, Chip Gould informed Trustees that in accordance with the North Carolina Administrative Code Section 23NCAC 02C.0209, the Board was sent an evaluation form to rate President Parkhill's performance for the preceding twelve months. The completed evaluation forms were summarized for the President's Evaluation Committee to review. The committee then conducted a formal interview with President Parkhill on April 9. All Board Members were invited to attend this interview. The Board determined that in all the areas evaluated the President's performance was above average to outstanding. A letter will be sent to the Chair of the State Board of Community Colleges and the North Carolina Community College President acknowledging completion of this requirement.

The committee also reviewed the President's current employment contract and after discussion decided that the general content of the current contract was good. It was agreed that the committee would wait until the state sets the 2013-2014 president's supplement and salary schedules and then reconvene to finalize President Parkhill's employment contract.

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 updated Trustees on the following bills that may affect community colleges and encouraged Board Members to contact our local representatives.

- **HB 873 Workforce Development** – this bill has language that states community college campuses may be consolidated to maximize workforce training courses applicable to a labor shed.
- **HB 903 Articulation** – this bill requires the 16 universities of the UNC system to fully adhere to the articulation agreement with the community college system.
- **HB 937 Firearms** – this bill allows persons with a valid conceal carry permit to have a concealed handgun located in a locked vehicle on community college property.
- **SB 703 Smoking** – this bill prohibits boards of trustees from adopting more restrictive smoking policies on community college grounds.
- **SB 719 and HB 735 Student Organizations/rights** – this bill allows for religious and political student organizations to select members, and adopt doctrines that are within the group’s religious or political mission.

President Parkhill updated the Board on the 2013-2015 biennial budget. The Senate is currently working on the 2013-2015 budget and hopes to finalize by next week. The draft bill (S725) is based on the Governor’s proposed budget which contains significant cuts to the community college system. Specifically, the proposed bill recommends reduction of our funding amount per FTE for instruction, and changes to how funds are calculated (from a three-year rolling average to a two-year rolling average). Although the Governor proposed to increase the funding amount per FTE for technical education and additional dollars for equipment, the increased funding does not off-set the proposed reductions. For Blue Ridge Community College, we will be operating with \$500,000 less than are current fiscal year. The College’s current budget reflects an overall 8% reduction which brings our total reduction to 12% in state support funding for the 2013-14 year. The suggested reduction will cut into our classrooms, and impede our ability to meet the local workforce needs in our community.

Dr. Parkhill stated with the proposed budget cuts, the College will not be able to implement the new associate degree in applied science program in brewing, distillation, and fermentation science. This program was developed to meet the workforce needs of the two major craft brewery industries that have located in our service area. Also, the number of course sections offered by the College would be reduced for the upcoming fiscal year. With limited funds to pay adjuncts, we are looking at about 2,400 student seats that would not be available.

President Parkhill informed Trustees that a Marketing and Recruiting Report was included in board folders for their review. Dr. Parkhill stated that the College has contracted with the company Pixels to redesign our Website to make it more of a market driven tool. The new Website should be up and running by fall semester.

Dr. Parkhill also reviewed some of the College’s current marketing and recruiting efforts. The College recently hosted “Experience Blue Ridge Community College” on April 30. The public was invited to get a glimpse of a college experience for free. This was a very successful event with more than 180 participating. The College plans to make this an annual event. President Parkhill informed the Board that during the summer semester we will be visiting area manufacturers to showcase some of our course offerings.

Financial Report

Carolyn Alley, Director of Administrative Services, reviewed the College's Financial Report of State and County Funds as of April 30, 2013, and addressed all questions. A copy of the report is attached and made a part of these minutes.

President Parkhill presented the Student Accounts and Loans Write Offs in detail and addressed all questions.

Kohlman Flynn made a motion to authorize the write-off of those receivables (excluding loans) in arrears by more than 181 days old as of April 30, 2013. The amount shall not exceed \$227,781.05. It was seconded by Bill Farrell and passed unanimously.

Kohlman Flynn made a motion to authorize the write-off of those receivables (student loans) in arrears by more than 365 days old as of April 30, 2013. The amount shall not exceed \$2,308.60. It was seconded by Ken Butcher and passed unanimously.

Educational Foundation Report

Ann Green, Executive Director, reported at their meeting on Wednesday, April 24, 2013, the Blue Ridge Community College Educational Foundation Board of Directors appointed its 2013-2014 officers: President Hilliard Staton, Vice President Ken D. Adams, Secretary Steven R. Carson, Assistant Secretary Molly A. Parkhill, and Treasurer Eric B. Cannon.

Karen M. Workman and Andrew T. Tate will rotate off the Board of Directors at June 30. Terry Andersen, a CPA and CFP with Carland and Andersen, was appointed as a new director beginning July 1.

Ms. Green informed the Board as of March 31, investment returns for the fiscal year are 10.33% with total support and revenue for the first nine months totaling \$1.1 million and total assets at \$9.6 million.

Ms. Green stated that the Foundation received \$16,736.90 from the Estate of Jacquelyn L. Marks. These funds are to be used exclusively for the needs of the Music Program. The Brevard Branch of the American Association of University Women has pledged \$5,000 toward 2013-2014 scholarships and \$3,000 to their scholarship endowment fund. Margaret R. Pardee Hospital Auxiliary has pledged \$12,500 for 2013-2014 scholarships (\$8,500 for curriculum scholarships and \$4,000 for continuing education scholarships). Raven and Judith McKenzie-Wilson added \$20,000 to their Ray and Judith McKenzie-Wilson Scholarship Endowment Fund with the Foundation. They also made a gift of \$1,000 for the Machine Shop to be used exclusively for the replacement of tool bits, drills, and other expendable equipment used in the workshop. The Foundation also acknowledged in-kind services valued at \$5,240 for the promotion of Blue Ridge Community College with WSQL Radio in Brevard.

Ms. Green invited Trustees to attend the Foundation Appreciation Breakfast which will be held at 7:45 a.m. on Wednesday, May 22.

Student Government Association Report

Chairman McCormick informed the Board this will be Krishnaveni's last board meeting as the new SGA President will be taking office next month. Mr. McCormick commended Krishnaveni on the excellent job she has done in reporting SGA activities to the Board of Trustees.

SGA President, Krishnaveni Balakrishnan, introduced the new SGA President, Subash Magar. Ms. Balakrishnan reported the SGA Spring Picnic was held on April 25th from 11am to 2pm and 4pm to 7pm at both the Henderson County and Transylvania County Campuses. Several student organizations held their fundraising events during the picnic.

A Blood Drive with the Blood Connection was held on April 30th from 8am to 12noon in the TEDC Conference Hall. SGA did not get a many donations as they had hoped, but another blood drive will be held soon.

The National Society of Leadership and Success had their first Induction Ceremony with 23 inductees.

The following 2013-14 SGA officers were elected:

President - Subash Magar	Vice President - David Huerta
Secretary - Evelyn Argueta	Treasurer - Luis Guerrero
Public Relations - Dani Najafi	

The new officers are already working on upcoming events for fall and spring. Ms. Balakrishnan thanked Trustee for their support and the opportunity to be a part of the Board.

Old Business

Chairman McCormick asked President Parkhill to update the Board on the Advanced Manufacturing and Brew Academy which was discussed at the last board meeting.

President Parkhill stated the Board had asked the College administration to begin conversation with Transylvania County Commission concerning the next major capital project to expand course offerings in Transylvania County to meet current and future workforce needs in the advanced manufacturing sector.

Dr. Parkhill informed Trustees that she and the Chairman had recently met with Artie Wilson and Chairman Mike Hawkins to discuss the details of this project. The growing employer demands for training in welding and machining as well as the addition of the mechatronics program at Brevard High School was shared with them. Discussion also included the limitation of the current facility capacity of both the College and Transylvania County Schools and the College's ability to expand program offerings. The proposed building would provide adequate space to house the welding,

some machining, and first year of mechatronics associate degree program. The building would also house the brew school currently offered through continuing education

President Parkhill stated that it was suggested that a joint meeting be held sometime this summer or early fall to further discuss workforce training needs and possible options for facilities expansion. Discussion arose concerning the possibility of having one joint meeting with both Henderson and Transylvania County Commissioners.

President Parkhill stated that the Board had also directed the College administration to further research options for an advanced manufacturing center/brew school, including the renovation of a building or new construction. Dr. Parkhill informed Trustees that college administration have researched available real estate in the Fletcher/Mills River area. The price per acre ranged from \$31,755 to \$260,000. Based on this preliminary research, college administration plans to discuss options with area manufacturers to determine their level of support. It is still too early in the process to recommend any specific location. We need to work with our architect to determine more specific details on potential properties identified.

Dr. Parkhill informed Trustees that she also had preliminary conversations with the Towns of Mills River and Fletcher. Specifically, the Town of Fletcher has indicated their desire to see BRCC in the Heart of Fletcher center and would be willing to discuss a long term lease agreement with the college and county. President Parkhill addressed all questions.

Discussion arose concerning the \$280,000 included in the proposed budget to renovate the Spearman Building for the Advanced Manufacturing programs. Trustees discussed whether to reduce the proposed budget for Henderson County by \$280,000. It was recommended to seek advice from the county manager whether to include this in the budget or not. It was also suggested to change the language in the proposed budget to reflect due diligence and not renovation to the Spearman building.

Approval 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. Chip Gould made a motion to approve the list as presented. Ronnie Pepper seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

Approval of Reemployment Contracts

Chairman McCormick requested approval of the Reemployment Contracts for July 1, 2013 – June 30, 2014. A listing of employees for reemployment was posted to the Trustee web site prior to the meeting. Kohlan Flynn made a motion to approve the reemployment contracts as presented. The motion was seconded by Dee Dee Perkins and passed unanimously. A copy of the Reemployment Contracts listing is attached and made a part of these minutes.

Approval of Construction Contractor

Chairman McCormick informed the Board that contractor bids were submitted on May 10, 2013 to Blue Ridge Community College for the Blacksmithing Addition and Welding Up Fit, Project 1899.

The following bids came in as follows:

Patton Construction Group, Inc. \$193,200.00
P.O. Box 15054
Asheville, NC 28813

H&M Constructors \$209,500.00
A Division of M.B. Haynes Corp.
187 Deaverview Road
Asheville, NC 28806

Brantley Construction Co., LLC \$222,000.00
291 Plott Dr.
Canton, NC 28716

Mr. McCormick stated that the architect has reviewed the bid specifications and all meet state requirements. The College administration recommends approval to accept the low bid of \$193,200.00 from Patton Construction Group, Inc. License Number #66109.

Bill Farrell made a motion to approve the bid from Patton Construction Group, Inc. as presented. It was seconded by Kohlan Flynn and passed unanimously.

Approval of Revision to 2013-2014 Specific Fees and Live Projects

President Parkhill requested approval to revise the recently approved 2013-14 Specific Fees to include an increase in the Cosmetology Liability Insurance fee from \$10 to \$16. Dr. Parkhill informed the board that after meeting with our insurance company, we determined that the current fee rates were not sufficient to cover the liability insurance. After all questions were addressed, Chip Gould made a motion to approve the revision to the 2013-2014 Specific Fees and Live Projects as presented. It was seconded by Betty Gash and passed without dissent.

Approval of Secondary Employment

Chairman McCormick informed the Board that President Parkhill has been asked to teach a Workforce and Economic Development course in the doctoral program at Wingate University.

President Parkhill stated this would involve her teaching on five Saturday's at the Matthews Campus of Wingate University. Most of the students will be community college employees. Dr. Parkhill informed Trustees that this would not conflict in any way with her duties as President of

the College. Kohlan Flynn made a motion to approve the secondary employment request as presented. It was seconded by Bill Farrell and passed without dissent.

Review of Continuing Education Internal Audit

President Parkhill informed Board Members that the Internal Program Audit for the Continuing Education Department was conducted and showed no exceptions. Dr. Parkhill stated that the Administrative Code requires this audit be conducted annually and reported to the Board of Trustees. A copy of the results from the Internal Program Audit was posted to the Board Website for review prior to the meeting and is attached and made part of these minutes.

Review of Mountain Area WDB Audits

President Parkhill informed Board Members that copies of the Mountain Area Workforce Development Board Audits were posted to the Trustee web site prior to the meeting. The audit which reviewed the financial management records of the WIA Adult and Dislocated Worker Programs and the programmatic management and performance review of WIA programs showed all records in order and in compliance with the contract and WIA regulations.

Review of Requests for Use of Alcohol at Special Events

Chairman McCormick informed the Board that President Parkhill had approved the following requests for use of alcohol at special events at BRCC:

- Blue Ridge Bookfest
“Opening Reception”
May 17, 2013
- Interfaith Assistance Ministry
“Taste of Hendersonville”
October 1, 2013

Evaluation of Board Effectiveness

Chairman McCormick asked Board Members to complete and return the “Evaluation of Effectiveness” form included in their folders to Brenda Conner. This is a self-evaluation of their role as Trustees of the College. A copy of the “Evaluation of Effectiveness” form is attached and made a part of these minutes.

Report of the NCACCT Law Seminar

Dee Dee Perkins gave a brief update on the sessions attended at the NCACCT Law Seminar. Ms. Perkins stated that she and President Parkhill also had an opportunity to sit in on the House legislative session which included a recognition of the North Carolina Community College’s 50th

Anniversary. Ms. Perkins stated that they were also able to speak with Representative Chris Whitmire about the needs of the community college and the impact of the budget cuts.

Ms. Perkins recommended Trustees go to the NCACCT web site and review the News Brief which includes helpful information in writing to our legislators concerning the needs of the community college.

Other Comments

Ronnie Pepper, Nominating Committee Chair, informed Board Members that a nomination form was posted to the Board Web site and also included in their board folders. Mr. Pepper stated that the Nominating Committee will meet on June 10, and asked members to forward complete forms to Brenda Conner by June 3.

Chad Merrill announced the College will be hosting the summer concert on campus, Balsam Range. The concert is scheduled for Thursday evening June 13 at 7 p.m. in the 400-seat Thomas Auditorium. The event will also recognize the 50th Anniversary of the North Carolina Community College System. Tickets may be purchased on-line or at the cashier's office.

Executive Session

Kohlman Flynn made a motion that the Board of Trustees go into closed session pursuant to General Statute 143-318.11(a)(1) and (3) to consider a personnel matter pursuant to General Statute 115D-27 through 115D-29 and to consider matters protected by the attorney-client privilege. It was seconded by Scott Elliott and passed unanimously.

Upon reconvening, Chairman McCormick asked if there were any other Trustee comments. There being no further business, the meeting was adjourned.

Chairman

Secretary