

Blue Ridge Community College
Board of Trustees Meeting

May 14, 2018, 5 p.m.
Transylvania County Campus
Straus Building, Room 140

The Board of Trustees of Blue Ridge Community College met on Monday, May 14, 2018, at 5 p.m. on the Transylvania County Campus.

The following members were present:

Maxwell George	Jeremy Gibbs, Vice Chair	John B. "Chip" Gould, Chairman
Josh Hallingse	Nathan Kennedy	Kelly Leonard
John McCormick, Jr.	William Ramsey	Kathy Revis
Andrew Riddle	Susan Robinson	Richard "Duke" Woodhull, Jr.

The following members were excused:

Betty Gash	Patricia Jones	Mark Morse
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Others present:

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

Special Guests for Recognitions:

Lilly Blankenship	Alex Cartegena	Devin Glover
Brian Johnson	Devon Scott	Brianna Tremaine
Alexander Williams		

Chairman Gould called the meeting to order at 5 p.m. and welcomed all.

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.

Special Recognition

Dr. Leatherwood started off with special recognitions including:

- Chairman Chip Gould recently received the Clifton Shipman Award, the highest honor given to business leaders from the Hendersonville Merchants and Business Association. The award recognizes dedication and community involvement.
- Vice Chair Jeremy Gibbs received the Dr. Sam Houston Leadership Award by the North Carolina Alliance for School Leadership Development and the North Carolina School Superintendents Association.
- Our Schenck Culinary students' appetizer won first place in the recent "Taste of Transylvania" competition.
- BRCC student Caison Newton won second place in Automotive Service Technology for post-secondary at the SkillsUSA North Carolina State Conference last month.
- The College Brewing program students submitted three entries to the United States Open Beer Brewing Competition for universities and colleges, thereby obtaining National exposure to the program.
- Maxwell George will conclude his service as President of the Student Government Association.
- Lilly Blankenship will serve as 2018-19 President of the Student Government Association.
- Chris English, who currently serves as Dean of Advanced Technologies, recently earned his doctorate from WCU in Higher Ed Leadership.
- Associate Vice President for Finance/CFO Carolyn Alley earned her MBA in December.
- After 38 years of service to Blue Ridge Community College, Julie Thompson has announced her retirement on June 30th.
- After 16 months as Interim VP of Student Services, Kirsten Bunch has been named Vice President of Student Services.

- After serving as Interim Vice President for Instruction, Kathy Allen has been named Vice President for Instruction.
- Trustee Duke Woodhull was featured in an article in The Transylvania Times and will be lecturing on his Cold War and Vietnam-era military experiences, and his diplomatic assignments on May 16.
- Film and Video Technology Instructor Charlotte Taylor and Administrative Assistant Vicky Burke were both recently featured in Bold Life.

In conclusion, Dr. Leatherwood recognized Transportation Systems Technology Instructor Brian Johnson to address the Board about the SkillsUSA program, and the success and demand for our students in the advanced technologies programs. All questions were answered.

Approval of Agenda

Chairman Gould entertained a motion to approve the meeting agenda. After questions were answered, Josh Hallingse made a motion to approve the agenda as presented. The motion was seconded by Kelly Leonard and passed unanimously.

Approval of Consent Agenda

Chairman Gould reviewed the following Consent Agenda and asked if there were any items that should be moved to allow for further discussion:

- Approval of Minutes – March 12, 2018 regular session
- Review of Requests for Use of Alcohol at Special Events
- Review of New Employees
- Federal Compliance Audit Report
- Mountain Area Workforce Development Audit Reports for WIOA Programs - HCC and TCC NCWorks Centers
- Approve Level-Two Instructional Service Agreement with Bladen Community College for ASL
- Approve Level-Two Instructional Service Agreements with Cleveland Community College for ASL, SPA and SPI
- State Board of Community Colleges 1C SBCCC 200.94 Holiday Leave Policy Amendment
- Approval of MOU with Henderson County Public Schools / Career and College Promise
- Approval of Perkins Allotment for 2018-19

In response, Jeremy Gibbs moved to approve the Consent Agenda as presented. The motion was seconded by Kelly Leonard and passed unanimously.

Facilities and Finance & Investment Committees Joint Meeting

Facilities Committee Chair Duke Woodhull informed the Trustees that the Facilities Committee met jointly with the Finance and Investment Committee on April 23. Mr. Woodhull called on Chad Merrill to update the Board on progress made on Capital Projects and Major Capital Projects since the March meeting. Dr. Merrill referenced the reports that were posted to the website, noting that recent changes were highlighted in yellow. He updated the Board on the progress of the approved projects underway utilizing the savings from the Horticulture building fund. Dr. Merrill concluded with a brief report on the history and use of the College baseball field. He stated that the field is currently governed by a Memorandum of Understanding with Henderson County (Parks and Recreation Department) signed in 2014, whereby Henderson County schedules and maintains the facility. All questions were answered.

Finance and Investment Committee Chair Kelly Leonard informed the Trustees that the Finance and Investment Committee had several action items to present as a result of their meeting on April 23. He then asked BRCC Associate Vice President and CFO Carolyn Alley to deliver the report to the group on behalf of the Committee. Ms. Alley began with a financial update as of March 31, 2018, which included analysis of the following:

- State Budget
- Henderson County Budget
- Transylvania County Budget
- Institutional & STIF Funds
- Accounts Receivable

Ms. Alley informed Trustees that the State budget is being closely monitored and that she was confident the College budget would be in balance by the end of the fiscal year.

In regard to Institutional funds, Ms. Alley reported that the deficit in fund 02 (restricted) is due to the timing of revenues and expenses for reimbursable grants. Since the last meeting, the College received final reimbursements from the GoldenLEAF Foundation for the SAMTEC and Health Sciences Center grants. The deficit in fund 07 is due to the timing of ConnectNC Bond fund revenues and expenses, and the deficit in fund 09 is due to the timing of financial aid expenses and revenues. All questions regarding the financial update were addressed.

Next, Mr. Leonard relayed that the Government Accounting Standards Board (GASB) requires that State financial statements are to present as assets only those receivable accounts with a reasonable expectation of collection. In order to comply with the State requirement, Ms. Alley requested approval to write-off a total of \$27,345.76, which represents 42 student accounts (excluding loans) in arrears more than 365 days.

After all questions were answered, Mr. Leonard made a motion by direction of the Committee to approve the write-off of those receivables (excluding loans) totaling \$27,345.76. The motion passed unanimously.

Next, Ms. Alley requested approval to write-off a total of \$1,444.00 which represents two student loan accounts in arrears more than 365 days. With no questions forthcoming, Mr. Leonard made a motion by direction of the Committee to write-off those receivables (student loans) totaling \$1,444.00. The motion passed unanimously.

Ms. Alley assured the Board that the College actively pursues collection of past due accounts, and detailed the process. Collectively, these efforts have resulted in a 25% collection rate for accounts that were written off over the past six fiscal years.

In conclusion, a resolution requesting authorization, through interim provisions, for the President to pay normal operating expenses while the College awaits approval of the State budget was presented. After all questions were answered, Mr. Leonard made a motion by direction of the Committee to approve the resolution authorizing the President to pay normal operating expenses for 2018-19 as presented. The motion passed unanimously.

President's Report

President Leatherwood approached the podium and mentioned that a copy of the President's Report was posted to the Board website for their review and encouraged Board members to contact her with any questions. The report is made a part of these minutes.

Dr. Leatherwood announced the new President of the North Carolina Community College System, Mr. Peter Hans:

- Mr. Hans brings 20 years of leadership experience to the System.
- He has served on the NCCCS State Board in addition to the UNC Board of Governors.
- In addition to his advocacy and experience, he grew up in Henderson County and attended Hendersonville High School.
- He has agreed to be the commencement speaker at graduation in May 2019.

Next, President Leatherwood called on Kirsten Bunch to provide an enrollment update. Ms. Bunch asked the Trustees to refer to the "Spring 2018 Credentials and Graduates" handout and reviewed it with them. She pointed out the upward trend in FTE and gave much credit to recent marketing campaigns and the college-wide team effort to increase enrollment. All questions were answered.

President Leatherwood then spoke about several topics including:

- The Job Fair hosted on April 30 along with the Henderson County Partnership for Economic Development
- The broad need for skilled workers in the BRCC service area
- Disney Institute: participants from six different states and seven community colleges
- NC Supreme Court visit
- Thank you letter from the Governor's Office related to Barbara Gibson's recent visit
- Appreciation Breakfast on May 23

- Transylvania County Campus Field Day
- SGA Awards Ceremony and 2018-19 Officers

Old Business

No old business.

New Business

Chairman Gould focused attention to the approval of the Arts & Sciences Chemistry Lab contractor. After discussion and with all questions answered, a motion was made by Duke Woodhull to approve Cooper Construction as the general contractor for the Arts & Sciences Chemistry Lab Bond Project (#2106) based on the lowest responsive bid submission. The motion was seconded by Bill Ramsey and carried without opposition.

Chairman Gould informed the Board that current process used by College staff to bid small construction projects is cumbersome, time consuming, and has a negative effect on project turnaround time. Carolyn Alley provided details on the current process. College Attorney Chad Donnahoo presented a sample policy used by other community colleges to streamline the bidding process for small projects. When discussion ended, a motion was made by Kelly Leonard, seconded by Duke Woodhull, to allow the College to develop a policy for Board approval that would empower staff, streamline the process, provide for Board oversight and include a component to cover the bid process for small architectural contracts. The motion passed without opposition.

Chairman Gould called attention to the Board of Trustees Self-Evaluation and Interest Forms included in the meeting folders and asked for each form to be completed and returned to Tammy Pryor by May 31, 2018.

Dr. Leatherwood mentioned the College memberships with the Association of Community College Trustees (ACCT) and the North Carolina Association of Community College Trustees (NCACCT) and a willingness to provide Trustee training opportunities to anyone who may be interested.

Mr. Gould then recognized Chad Merrill to lead a discussion regarding the BRCC television station. Dr. Merrill referenced a "BRCC TV" handout provided to each Trustee. He reviewed the document with them, recommending that the BRCC TV broadcast on the Morris Broadband cable channel be discontinued. He gave several reasons to support the recommendation, discussed how BRCC TV resources could be redirected and covered the implications related to the recommendation. All questions were answered.

President's Evaluation Committee Report

Committee Chair Jeremy Gibbs distributed copies of both the open and closed session minutes of the April 18, 2018, President's Evaluation Committee meeting. He stated that one correction was needed to the open session minutes: Trustee Nathan Kennedy was present

for the meeting but his name was not included on the minutes. John McCormick made a motion to approve the minutes of the April 18, 2018, open session of the President's Evaluation Committee meeting as amended. The motion was seconded by Duke Woodhull and passed without opposition.

Next, Jeremy Gibbs made a motion pursuant to N.C.G.S. 143-318.11(a)(1) and N.C.G.S. 115D-27 to go into closed session to discuss confidential employee information. The motion was seconded by Nathan Kennedy and carried without opposition.

Upon return to open session, President Leatherwood and Tammy Pryor were invited to re-join the meeting. By direction of the Committee, Jeremy Gibbs moved that the President's contract be amended to include the two year rolling function as discussed in Option 1 (closed session) and to set the President's salary at \$179,000 for the next fiscal year. The motion passed unanimously.

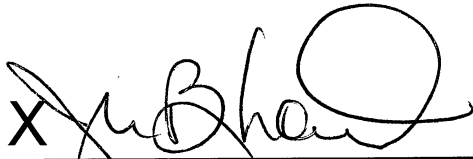
Comments by the Board Members

Trustee Nathan Kennedy shared some of his take-aways from the New Trustee Orientation that he attended in April.


Trustee Bill Ramsey shared that he regularly attends and enjoys the Music by the Lake events on the Henderson County Campus and invited all to attend the next concert on May 20.

Adjournment

With all discussion ended and there being no further business, the meeting was adjourned at 7:40 p.m.

X 

John B. Gould
Chairman

X 

Laura B. Leatherwood, Ed.D.
Secretary