

Blue Ridge Community College
Board of Trustees Meeting
January 23, 2017, 5:00 p.m.
Henderson County Campus
Room 150

The Board of Trustees of Blue Ridge Community College met on Monday, January 23, 2017, at 5:00 p.m. on the Henderson County Campus, Room 150.

The following members were present:

John McCormick	Bill Ramsey	Patricia Jones
Betty Gash	Jeremy Gibbs	Andrew Riddle
Kohlman Flynn	Kelly Leonard	Andrew Tate
Duke Woodhull		

The following members were excused:

Mark Morse	Susan Robinson	Josh Hallingse
Chip Gould	Elizabeth Mallard	

Others attending:

Molly Parkhill	Alan Stephenson	Chad Merrill
Julie Thompson	Kirsten Bunch	Ann Green
Lee Anna Haney	Peter Hemans	Brenda Conner
Chad Donnahoo	Chad Roberson	Mark Biderdorf
Marcus Jones	Andrew Mundhenk, Times News	

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, Andrew Tate made a motion to approve the agenda as presented. It was seconded by Kelly Leonard and passed without dissent.

Heart of Fletcher Master Plan

Chairman McCormick introduced Mark Biderdorf, Town Manager of the Town of Fletcher.

Mr. Biderdorf provided a brief history of the Heart of Fletcher master plan including the development of the Fletcher downtown area. Mr. Biderdorf spoke to Trustees about the 49 acres of prime real estate available for the Town Center development. He stated this is an excellent economic development project focusing on industrial training for manufacturers. Mr. Biderdorf stated that there are five acres of land set up in a deed of trust that can be used for state government and/or educational use.

Mr. Biderdorf informed the Board that the Town of Fletcher has put this initiative into their legislative priority list. Discussion arose regarding the town's population growth and utilities, and the possibility of the Town of Fletcher selling or leasing the property to the College. All questions were addressed.

Minutes Approval

Chairman McCormick informed Trustees that the minutes from November 14, 2016, regular session had been posted to the Board web site. Bill Ramsey made a motion to approve the regular session minutes as presented; it was seconded by Duke Woodhull and passed unanimously.

Facilities Committee

Andrew Tate reported the Facilities Committee met on January 5, 2017. Mr. Tate stated the committee received a brief update on SAMTEC, as well as, a presentation by Chad Roberson on the proposed Law Enforcement Training Center (LETC) preliminary design and layout. Mr. Tate asked Mr. Roberson to present this information to Trustees.

Mr. Chad Roberson provided details to Trustees on the preliminary schematic design and layout for the proposed Law Enforcement Training Center (LETC). Mr. Roberson stated that he had met with all stakeholders to determine the needs and goals for the design of this building.

Mr. Roberson also identified the project goals, site location, details on the layout of the building, firing ranges and POPAT areas, office and classroom space, parking areas, and security measures. He informed Trustee the building will have two separate entrances, one for the public use and one for the Henderson County Sheriff's Office personnel use. Simulation drawings were shown which provided potential designs for the outside look of the building. He also presented information on the air handling systems and the lead contamination systems that will be used in this facility.

Mr. Marcus Jones, Engineer with Henderson County stated that the County Board of Commissioners has seen Mr. Roberson's presentation and are supportive of this schematic design and layout.

Mr. Tate informed the Board that the Facilities Committee recommends approval of the schematic design and layout plans as presented, subject to the approval of the Henderson County Sheriff's Office and the Henderson County Board of Commissioners. With the motion to also include the approval to authorize the College to draft the resolution transferring the property to the county to secure funding for the Law Enforcement Training Center. After discussion and all questions were addressed the Committee's recommendation passed with a vote of 9 affirmative and 1 opposing.

By-Laws Committee

Committee Chair, Kelly Leonard stated the By-Laws Committee met on December 12, 2016 and again on January 5, 2017. Mr. Leonard informed Trustees that the Committee reviewed the by-laws from other NC community colleges and discussed at length recommendations made by Trustees.

Mr. Leonard referred Trustees to the Committee Recommendations document that was posted to the Board website, and reviewed each item in detail. A draft copy of the proposed, revised By-Laws was also posted to the Board website. Mr. Leonard stated that the revised By-Laws will be presented to Trustees at the March meeting for approval. All questions were addressed.

Curriculum Committee

Committee Chair, Bill Ramsey stated the Curriculum Committee met on December 20, 2016. Mr. Ramsey stated the Committee received an update from Vice President Thompson on the Continuing Education area and an update from Vice President Stephenson on curriculum programs, which included enrollment details and programs strengths and weaknesses. Mr. Ramsey informed the Board that the College continues to be well represented at the state level in curriculum initiatives.

Mr. Ramsey stated the Food Service program feasibility study has been completed and the results support the need and interest from employers in the area for this type of program offering. Mr. Ramsey informed Trustees that this Food Service career pathway would be a good opportunity for Innovative High School and Career and College Promise students. President Parkhill stated the College can offer the program in both Continuing Education and Curriculum areas.

Mr. Ramsey informed Trustees that the 1+1 articulation agreement with Greenville Technical College (GTC) in Greenville, SC for Physical Therapy Assistant, Occupational Therapy Assistant, and Dental Hygiene Assistant has been discontinued. Mr. Ramsey stated that South College in Asheville recently merged with South College (Tennessee). BRCC is developing a similar 1+1 agreement with South College for the Physical Therapy Assistant and Occupational Therapy Assistant programs. Students in these programs will be able to complete one year at BRCC, followed by an additional year at South College in Asheville.

Ms. Thompson provided a brief update on the SAMTEC programs, the Professional Development Institute, and the Disney Institute on Leadership Excellence.

Alan Stephenson briefly described the certificates proposed for Career and College Promise student beginning fall 2017. He also presented information on the five duplication certificate programs which the College administration is requesting the Board's approval to discontinue. Mr. Ramsey stated that the Curriculum Committee recommends the approval for the College to move forward with offering the six new Career and College Promise certificates in fall 2017 and approval to discontinue the duplicate certificate programs as outlined. After discussion and all questions were addressed, the Committee recommendation was passed without dissent.

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 spring 2017 Curriculum Enrollment Summary reflects 1936 students.
- The College's "Achieving the Dream" initiative is focusing on student retention and a report will be presented to the Board at the next meeting.
- The NCCCS Budget Priorities and Talking Points was distributed and reviewed with Trustees. State Legislators will begin sessions this week and President Parkhill will be meeting with Representative McGrady and Senator Edwards on Wednesday.
- The College was not among the NC community colleges funded for the second year of the Career Coach program. Blue Ridge is committed to this program and will continue without state special allocation.
- A NCCCS faculty salary comparison document was provided to Trustees. Since the implementation of our new salary plan, BRCC has moved up and is now ranked 21st out of 58. The College is above the state average in both faculty and staff salaries.
- An updated organizational chart was provided and changes were reviewed with Trustees.

Review of Financial Reports

President Parkhill reviewed the Current Financial Condition Report and Narrative which was posted to the Board website prior to the meeting. All questions were addressed.

Capital Project Update

Chad Merrill provided an update on completed and on-going capital projects for both the Henderson and Transylvania County campuses. All questions were addressed.

Dr. Merrill presented photos of the SAMTEC equipment installation and retrofitting, the Innovative High School construction, and bond phase I projects. These projects include the One-Stop Center and Spearman Building renovations. All questions were addressed.

Educational Foundation Report

Ann Green, Executive Director, reported on the following major gifts received by the Educational Foundation since the last board meeting:

- Mr. and Mrs. Louis R. Santiago gifted stock in December valued at \$3,241 to the established Blair-Santiago Family Scholarship Endowment, which brings their additions to the Endowment to \$8,558.80 for the 2016-17 academic year.
- Using a distribution from their IRA, Mr. and Mrs. Dan Barber, III have established a new annual scholarship fund with a \$10,000 contribution to fund 10 scholarships at \$1,000 in the 2017-18 academic year.
- Ms. Liselotte R. Wehrheim made a year-end donation of \$25,000 designated to her established endowment the Hans and Liselotte R. Wehrheim Scholarship Endowment Fund.
- Col. George F. McGregor left an estate gift of \$10,000 divided between two of his three already established scholarship endowment funds: George and Anne McGregor Scholarship Endowment Fund and George and Anne McGregor Allied Health Scholarship Endowment Fund.
- Mr. and Mrs. William S. Enloe established a new scholarship endowment fund in memory of their son who persistently battled muscular dystrophy. The Alan Walter Enloe Memorial Scholarship Endowment has been established with \$25,000 and honors Alan, a Blue Ridge Community College graduate. The family has also made a \$750 gift to start awarding the scholarship in the 2017-18 academic year. The purpose of the Fund is to provide scholarship support with first preference given to a student with a physical disability. It may then be awarded to another if no qualified student applies.
- Conestee Falls Property Owners Association pledged \$26,500 to their annual scholarship fund for 2017-18 awards.
- An unrestricted gift of \$200,000 from the Trust of Elizabeth Ann Warrick has been received by the Foundation Office. A small residual amount will be disbursed once the final tax returns are completed. This donation allows the Foundation's Board of Directors to allocate its use to meet the College's greatest needs.
- Collision Repair Education Foundation contributed a major In-Kind gift of 3M Bondo Gun, 3M consumable supplies, and CCC Information Services, Inc., estimating software valued at \$9,371.38. This gift benefitted the Collision Repair and Refinishing Technology program.
- PFLAG Flat Rock/Hendersonville Chapter pledged \$1,500 to start a new annual scholarship fund, PFLAG Equality Scholarship, to be awarded for the first time in the 2017-18 academic year: Parents, Families and Friends of Lesbians and Gays (PFLAG) Flat Rock/Hendersonville Chapter provides scholarship support for a lesbian, gay, bisexual, transgender (LGBT) or a straight ally student attending Blue Ridge Community College. The recipient must have a 3.0 grade point average and demonstrate a history of support toward equality for LGBT individuals. Financial need is a secondary consideration.
- Mr. and Mrs. Robert Jay Alley started a new \$1,000 annual scholarship fund, Jay Alley FEMS Scholarship, for award in the 2017-18 academic year: This scholarship is to be awarded to a student with a financial need enrolled in Fire Protection Technology, Emergency Medical Science, or Emergency Management.

Ms. Green informed Trustees the 2016-17 Trustees and Directors Giving Campaign held in September of 2016, had 100% participation in donations from both Boards. Ms. Green also stated that the 2017-18 Scholarship Applications are now available for new and returning Blue Ridge

Community College students. Students may apply for Blue Ridge Community College Educational Foundation scholarships by completing the "Scholarship Application" online at: <http://www.blueridge.edu/scholarships/foundation-scholarships>. The priority application deadline is Friday, April 7; however, applications submitted after this date will still be reviewed if funding is available.

Student Government Association Report

Chairman McCormick informed Trustees that SGA President Elizabeth Mallard had broken her leg and had surgery last week. She was unable to attend the meeting; however, the SGA report was posted to the Board website for Trustees review.

Old Business

No old business

Approval of 2017-2018 Academic Calendar

Chairman McCormick requested approval of the 2017-2018 Academic Calendar. Trustees were able to review the calendar on the board web site prior to the meeting. After discussion and all questions were addressed, Jeremy Gibbs made a motion to approve the 2017-2018 Academic Calendar as presented. It was seconded by Kelly Leonard and passed unanimously

Approval of Policy Changes

Chairman McCormick asked the College Attorney, Chad Donnahoo to reviewed changes to Policy 2.12, Naming of Buildings and Programs. Mr. Donnahoo presented in detail the proposed changes and answered all questions. After discussion, Kohlan Flynn made a motion to approve the changes to Policy 2.12 Naming of Buildings and Programs as presented. It was seconded by Duke Woodhull and passed unanimously.

President Parkhill presented proposed changes to Policy 3.8.1, Salary Plan. Dr. Parkhill stated the changes reflect an increase in the percentage paid for employee promotions and the addition of a policy statement on the local supplement. The local supplement was approved by the Board of Trustees and Henderson County Commissioners in 1981 and has continued to be funded annually. After discussion and all questions were addressed, Andrew Tate made a motion to approve the policy changes to Policy 3.8.1 Salary Plan as presented. It was seconded by Kohlan Flynn and passed without dissent.

Review of NC State Education Assistance Authority Audit

Chairman McCormick informed Trustees that the NC State Education Assistance Authority (NCSEAA) had completed a program review of the Education Lottery Scholarship, NC Community College Grant, Child Welfare Postsecondary Support and Forgivable Education Loan for Service programs at Blue Ridge for the 2014-15 academic year. Mr. McCormick stated the results of the audit did not disclose instances of noncompliance with the statutes, rules or polices that are relevant for each program.

Review of Small Business Center Network Audit

Chairman McCormick stated the Small Business Center Network conducted a program review audit of the College's Small Business Center. Mr. McCormick informed Trustees that the audit showed no findings or recommendations.

Review of Level II Instructional Service Agreement

Chairman McCormick briefly described the Level II Instructional Service Agreement with Cleveland Community College for spring 2017, which was posted to the Board website for review. President Parkhill stated this is a new service agreement in our American Sign Language program with Cleveland Community College.

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 these are replacement positions for either retired or resigned employees.

Resolution of Lawsuit

Pursuant to N.C.G.S. 143-318.11(a) (3), this is a report to the Trustees of the settlement in *Berbrick v. BRCC*, 15 CVS 820 (Henderson County, NC) ("Lawsuit"). The Settlement Agreement was executed on November 28, 2016. Pursuant to the authority provided by the Trustees, legal counsel for the Trustees and Dr. Parkhill, in her individual capacity, settled the Lawsuit for the sum of \$92,500. In exchange for the consideration given, Ms. Berbrick has dismissed the Lawsuit and executed a release of any and all possible claims against the Trustees and Dr. Parkhill. The settlement is not an admission of liability for the allegations asserted in the Lawsuit and both the Trustees and Dr. Parkhill, in her individual capacity, expressly deny liability for the allegations asserted in the Lawsuit.

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:


- Henderson County Chamber of Commerce – Annual Dinner
February 3, 2017
- Henderson County Chamber of Commerce – Trivia Challenge
March 9, 2017
- Henderson County Chamber of Commerce – Arts After Dark
April 6, 2017

Comments by the Board Members

Chairman McCormick informed Trustees that a Calendar of Events was included in their folders. Board Members were asked to mark their calendar for the upcoming drop-in retirement reception for President Parkhill scheduled for June 15 from 3 – 6 p.m.

There being no further business, Kohlan Flynn made a motion to adjourn the meeting. It was seconded by Betty Gash and passed unanimously.


Chairman


Secretary