

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

The Board of Trustees of Blue Ridge Community College met on Monday, January 11, 2016, at 5:00 p.m. on the Henderson County Campus, Room 150.

The following members were present:

John McCormick	Chip Gould	Andrew Tate
Mark Morse	Josh Hallingse	Jeremy Gibbs
Andrew Riddle	Kohlman Flynn	Kelly Leonard
Duke Woodhull	Patricia Jones	Bill Ramsey
Betty Gash	Priya Balakrishnan	

The following members were excused:

Dee Dee Perkins

Others attending:

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

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.

Professional Development Institute Presentation

Julie Thompson provided an update on the BRCC Professional Development Institute. This program is designed to meet the professional development needs of mid to upper business managers. The training seminars will focus on the best practices for developing leaders and leadership skills. Ms. Thompson stated that our instructors bring a wealth of expertise from companies such as Mobil Oil, Pepsi Company, Proctor & Gamble, Sara Lee Casualwear and many others. Training topics are based on input from interviews, focus groups and surveys of local leaders to ensure the most pertinent topics in the industry are discussed. Ms. Thompson informed Board Members that the spring 2016 seminars include Business Analysis, Conflict Resolution, Project Planning and Control, Coaching and Development, Interpersonal Communication, and Succession Planning. A full list of seminar descriptions, registration fees, and class dates are listed on the College website at blueridge.edu/pdi and registration is currently open. All questions were addressed.

Ms. Thompson also informed the Board that on May 4 the College will partner with the Disney Institute for the second time to offer “Business Excellence Disney Style”. Enrollment will begin on February 1.

Approval of Agenda

Chairman McCormick asked if there were any changes that needed to be made to the meeting agenda. There being none, Kohlan Flynn made a motion to approve the agenda as presented. It was seconded by Jeremy Gibbs and passed without dissent.

Minutes Approval

Chairman McCormick informed Trustees that the minutes from the November 9, 2015, regular session had been posted to the Board web site and the November 9, 2015 closed session minutes were mailed to Trustees. Andrew Riddle made a motion to approve the November 9, 2015, regular and closed session minutes; it was seconded by Duke Woodhull and passed unanimously.

Curriculum Committees Meeting

Committee Chair, Bill Ramsey informed Trustees that the Curriculum Committees met on November 24, 2015. Mr. Ramsey introduced the Curriculum Committee members and complimented the approach used by Vice Presidents Stephenson and Thompson. Mr. Ramsey stated that degree programs that may be losing momentum and enrollment are put on a watch list for possible future elimination or are transferred as single course offerings in Continuing Education. Stephenson and Thompson work as a team for the betterment of the college and our students. Likewise, the college does market research about the need for new courses and degree programs before jumping in and creating expenses that will not be recovered through enrollment.

Alan Stephenson presented a brief overview of the Curriculum Executive Summary which was posted to the board web site for review prior to the meeting. Dr. Stephenson provided details on the process used by the state to determine new programs, termination of programs, and changes to program course offering. Dr. Stephenson stated that the College’s Curriculum Review

Committee reviews the College's programs and make recommendations to the College Administration.

Dr. Stephenson described in detail the College recommendations to offer specific certificates, diplomas, and degrees including proposed tracks under the Business Administration and Information Technology programs. He also presented information on the recommendation to begin a feasibility study for the Associate Degree in Emergency Management Technology. After discussion and all questions were addressed, both recommendations from the Curriculum Committee were approved 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 FY2016 Consolidated Appropriations Act has been released and is very positive for community colleges. The spending bill provides funds for Pell Grants, an increase in funds for Adult basic education, and maintains current funding levels for Perkins Career and Technical Education state grants.
- The NC State Board of Community Colleges approved their 2016 Budget Priorities which include: restoring \$25 million of management flex cuts, provide \$2 million to promote student and family awareness of career options and paths (Career Coach), provide \$10 million non-recurring for equipment funds to complement bond funds, and carry forward authority.
- The NC State Board of Community Colleges is considering the "Multiple Pathways to High School Equivalency" model. Based on this new model, students would be able to earn credit for content areas using the following five pathways: high school courses, adult high school courses, high school equivalency assessment, other standardized testing, and college courses. The State Board will take action on this at their next meeting this month.
- The State conducted its annual Financial Audit of the College and an exit interview is scheduled on January 27. No findings were reported.

Financial Report

In the absence of Carolyn Alley, 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 Report

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

President Parkhill provided a project update on the new Health Science Building. Dr. Parkhill asked Trustees to mark their calendars to participate in a tour of the facility on January 27, from 1 to

2 p.m. She stated that the facility is on schedule for completion to start classes in the Fall of this year. Trustees were asked to let Brenda Conner know if they are planning on attending tour.

President Parkhill informed Trustees that the final design for the Career Academy facility is scheduled to be presented to the County Commissioners on April 11. If this is approved by the Commissioners, then it will be added to the May board meeting for Trustees approval. Dr. Parkhill stated that the design will be presented for Trustees review at the March meeting. President Parkhill informed the Board that college administration has been working with the Henderson County School Board administration on this facility. Dr. Parkhill stated that the action the Board of Trustees would need to take at the May meeting would be to transfer ownership of the property to the Henderson County Commissioners to use as collateral for their loan. Once the debt has been satisfied, the County would then deed the property back to the College. A question arose concerning the name of the building. Dr. Parkhill responded that at this time the building will be named Early College/Career Academy. Questions arose regarding the focus of the career academy. President Parkhill stated that she did not have that information at this time, but would ask someone from the Henderson County Public Schools or the architect to attend the March board meeting to provide more clarification.

Educational Foundation Report

Ann Green, Executive Director, reported on the following major gifts to the Educational Foundation:

- John and Evelyn Davis established the Davis, Dills, and Green Family Scholarship Endowment Fund with a gift of \$6,000 and a pledge of \$4,000. The new fund is to provide scholarship support with preference to a student who plans to pursue a bachelor's degree for a career as an engineer, a nurse, or a teacher.
- The Fitzpatrick Foundation gifted \$9,750 to fund three Mills River Scholarships for the 2016-2017 academic year.
- Connetsee Falls Property Owners Association pledged \$22,000 for 2016-2017 scholarships.
- Louis and Judith Santiago contributed stock valued at \$4,212 designated for their Blair-Santiago Family Scholarship Endowment Fund. The Santiagos gifted \$5,000 in July to the Fund bringing their gifts to \$9,212 for this fiscal year.
- OGRE Outdoors located in Pisgah Forest has donated a PRO-CUT 9.0 On-car Breake Lathe for use in the Automotive Systems Technology program. This in-kind gift is valued at \$7,500.
- Collision Repair Education Foundation contributed consumable supplies, online magazine subscriptions, and estimating software valued at \$17,638.85. This gift was used in the Collision Repair and Refinishing Technology program and the Automotive Systems Technology program.

Ms. Green stated that Gary Heisey has been selected as a finalist for the 2016 North Carolina Community College Staff Person of the Year Award. As a finalist, Gary was interviewed by a statewide committee on Wednesday, December 9. The winner will be announced in March.

The 2016-2017 Scholarship Application forms are due on or before Friday, April 8.

Student Government Association Report

Priya Balakrishnan, SGA President reported Fall 2015 proved to be an exciting semester in Student Activities. Coordinators at both campuses were pleased to have the opportunity to work more closely with the N4CSGA. Advisor Amanda Everhart was elected to join the primary advising team for the student executive board. Advisor Rob Rhodes contributed greatly and provided valuable resources to the students of both BRCC campuses and the N4CSGA student Board.

Ms. Balakrishnan provided the following recap on the Fall semester SGA activities, both campuses worked hard to provide programs which fostered campus unity and connected students with campus based resources. The Veteran's Day Ceremony, Blood Drives, Christmas Parades, and NTHS Induction were the biggest events of the season. Both campuses supported students and helped create a relaxing environment before exams by hosting holiday functions. The TCC campus provided coffee and snacks to both day and night classes, while the HCC campus hosted a holiday party. In addition, Rob Rhodes and students from TCC participated in the Brevard Christmas Parade with a collaborative group of campus departments such as EMS and Automotive. Amanda Everhart and students from HCC participated in the Fletcher Christmas parade with assistance from Peter Hemans and the Facilities Management Team.

Ms. Balakrishnan stated that student activities have grown and expanded on the college's relationship with NTHS. With great assistance from the NTHS staff and various campus departments, a large recruitment effort was launched and 25 students were inducted into the organization on December 10. Allen Powell, Kate Alan, and Carol Kaczmarek from NTHS officially welcomed the new members.

Phi Theta Kappa under the leadership of Sociology instructor Phillip Storey, hosted a very successful canned food drive to support local homeless shelters. In addition, Rob Rhodes, student activities coordinator for TCC, led several service oriented projects to raise funds for Transylvania county non-profits.

Both TCC and HCC will be kicking off the new semester with Welcome Back Events. TCC will be hosting the annual Welcome back Snack to engage day and night students. HCC will be hosting the annual Welcome Back Breakfast to greet students.

Ms. Balakrishnan presented the 2015-2016 SGA budget for consideration by the Board. This is a comprehensive account of funds needed for student government and student activity operations for the Spring semester. After all questions were addressed, Andrew Tate made a motion to approve the budget as presented. It was seconded by Mark Morse and passed without dissent.

Old Business

No old business

Approval of 2016-2017 Academic Calendar

Chairman McCormick requested approval of the 2016-2017 Academic Calendar. Trustees were able to review the calendar on the board web site prior to the meeting. President Parkhill stated that the College works with the public schools to try to align academic calendars. After discussion and all questions were addressed, Kohlan Flynn made a motion to approve the 2016-2017 Academic Calendar as presented. It was seconded by Duke Woodhull and passed unanimously.

Approval of Resolution in Support of the Connect NC Bond

Chairman McCormick informed Trustees that he had attended a Connect NC Bond breakfast this morning. An informational flyer was provided to Trustees which provides key facts and distribution of bond project funds by category and county. President Parkhill stated that if the Bond passes the vote on March 15, 2016, BRCC would receive around \$2.9 million for repairs and renovation that are identified the approved Bond Priorities. After discussion and all questions were answered, Andrew Riddle made a motion to approve the Connect NC Bond resolution as presented. It was seconded by Mark Morse and passed unanimously.

Approval of Carl D. Perkins Allotment and Options 2015-2016

President Parkhill informed Trustees that in order to accept our allotment under the Carl D. Perkins act, the College is required to have Board approval. Dr. Parkhill reviewed with Board Members how the College proposes using this year's allotment of \$104,578 and addressed all questions. Kohlan Flynn made a motion to approve the Perkins Allotment and Options for 2015-2016 as presented. It was seconded by Mark Morse and passed unanimously.

Review of Goals Met from 2014 Program and Unit Action Plans

President Parkhill reviewed the Goals met from the 2014 – 2015 Program/Unit Action Plans with Board Members. She stated that this is a year-long process in which the objectives and outcomes are closely tied to the College-wide goals and align with the budget planning process. The report provides the related strategic direction, the goal, strategies to reach the goal, and actual results for each of the program/unit action plans. All questions were addressed. A copy of the document was posted to the board web site prior to the meeting and is attached and made a part of these minutes.

Review of Purchasing Practices Compliance Audit

President Parkhill informed Trustees that the State Division of Purchase and Contracts conducted a compliance review of the College's purchasing practices in late November 2015. The last Purchase and Contracts audit was in 2000. Dr. Parkhill stated the purpose of the compliance review is to determine if an agency is complying with North Carolina's purchasing laws and regulations and whether the agency should continue having the same delegation amount, have it reduced, or increased. The Compliance Officer spoke highly of the College's Purchasing Manual and PCard Best Practices. Dr. Parkhill review with Board Members the two findings from this audit and provided details on the College recommendations and processes that will now be implemented.

Review 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.

President Parkhill informed the Board that these were replacement positions except for the new position of Manufacturing Technology Faculty.

Closed Session

Chip Gould 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 Jeremy Gibbs and passed unanimously.

Return to Open Session

Upon reconvening to open session, President Parkhill requested that the Board reschedule the March 2016 meeting to Monday, March 21, 2016. Dr. Parkhill stated that the Connect NC Bond will be on March 14 ballot for voter approval and moving the board meeting will also allow for College Administration to invite the Henderson County Public School Superintendent to come and present to the Board of Trustees regarding the Career Academy. After discussion, Kohlan Flynn made a motion to move the March board meeting only to the third Monday, March 21, 2016. It was seconded by Pat Jones and passed unanimously.

Comments by the Board Members

Chip Gould informed Trustees that Buncombe County is negotiating a lease agreement with Asheville Airport Authority to construct a building bordering Henderson County. AB Technical Community College is potentially looking at moving into this facility. Mr. Gould stated that this could potentially create an enrollment problem for Blue Ridge. President Parkhill stated that she understood that this facility would be a government complex that would house AB Technical Community College and other agencies/offices. Dr. Parkhill informed the Board that this is permissible under North Carolina General Statutes. She noted that other larger community colleges have built facilities on county lines. It was suggested that President Parkhill reach out to the President of AB Tech to discuss opportunities of collaboration between the two institutions. After discussion it was also suggested that the Board consider passing a resolution to present to the County Commissioners. President Parkhill will update the Board at the next meeting regarding her discussions with Dr. King.

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

Chairman

Secretary