

Blue Ridge Community College  
Board of Trustees Meeting  
May 12, 2014, 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 12, 2014, at the Transylvania County Campus.

The following members were present:

John McCormick	Chip Gould
Bill Ramsey	Patricia Jones
Dee Dee Perkins	Stan Cooper
Scott Elliott	Andrew Tate
Duke Woodhull	Dave Clavier
Subash Magar	

The following members were excused:

Kohlman Flynn	Betty Gash
Sandy Tallant	Ken Butcher

Others attending:

Molly Parkhill	Alan Stephenson	Antonia Berbrick
Chad Merrill	Ann Green	Lee Anna Haney
Glenda McCarson	Peter Hemans	Chad Donnahoo
Brenda Conner	Lisanne Masterson	Cynthia Garcia-Tamayo

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.

## **Financial Aid 101**

Lisanne Masterson, Director of Financial Aid presented information to Trustees on Federal Pell Grants, Federal Direct Student Loans, State Grants, and funds available from the BRCC Educational Foundation that provide financial aid to students. Ms. Masterson gave specific details on the default rate issues affecting Federal Direct Student Loans and provided information on some default prevention measures that are currently being implemented. All questions were addressed.

President Parkhill informed the Board that a Financial Aid 101 booklet was distributed to them at the January meeting. Dr. Parkhill stated that the College is closely monitoring the issues with the Federal Direct Student Loans and will keep the Board informed.

## **Minutes Approval**

Chairman McCormick informed Trustees that the minutes from the March 10, 2014, regular session had been posted to the Board Web site and a copy of the March 10, 2014 closed session minutes were mailed to Trustees prior to the meeting. Dee Dee Perkins made a motion to approve the March 10, 2014, regular and closed session minutes; it was seconded by Chip Gould and passed unanimously.

## **President's Evaluation Committee**

Committee Chair, Pat Jones informed the Board that the President's Evaluation Committee met on May 5, 2014, for the purpose of conducting the President's annual evaluation. The Committee reviewed the president's evaluation forms that were completed by Trustees, of which 12 out of 14 were received. After reviewing a summary of the evaluation forms, the committee met with President Parkhill and discussed her goals and results for the 2013-2014 academic year.

Ms. Jones stated that the Committee determined that in all areas evaluated the President's performance was above average to outstanding. A copy of the President's Evaluation summary and Goals was made available for Trustees review. A letter will be sent to the Chairman of the State Board and President of the North Carolina Community College System acknowledging completion of the President's annual evaluation.

## **Nominating Committee**

Chairman McCormick informed the Board that nomination forms for 2014-2015 were included in Trustee folders. Each board member was asked to indicate his/her interest in serving as a Board Officer and/or committees.

Mr. McCormick stated the Nominating Committee will meet next month to review the completed nomination form and will report back to the Board at the July meeting.

## **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 joint venture with Wingate University is moving forward as we begin working with the Clark & Nexsen Architect Firm on the building plans. The joint facility will be called the Joint Health Education Center (JHEC) and will be a three-story building. Pardee Hospital will have offices on the first floor, with Blue Ridge and Wingate occupying the second and third floors. There will be approximately 25,000 sq. ft. of space for Blue Ridge Community College. Pardee Hospital will provide parking and space in the hospital for simulated labs. With county approval, the anticipated move in date is Fall of 2016. We hope to have draft drawing available by the next board meeting.
- Dr. Parkhill gave a brief update on the NC Back-to-Work Program at BRCC. This is a state funded program focused on providing job training and retraining, employability skills, and nationally-recognized credentials to the long-term unemployed and veterans in Henderson and Transylvania counties. Blue Ridge Community College was asked to present their results to the Joint Legislative Committee on Innovation last month.
- An itemized listing of some of our Customized training projects was distributed to Trustees.
- President Parkhill reminded Board Member of Curriculum Graduation scheduled for this Friday, May 16, at 6 p.m. At this time we anticipate 171 graduates.
- President Parkhill provided an update on the NC Community College System status of state revenues; which reflects a 2.1% General Fund revenue shortfall for fiscal year 2013-14, and revised revenue projections for fiscal year 2014-15 are downward by \$191 million. Dr. Parkhill stated that as a result of this shortfall, the cash allotment restrictions put into place by the Governor for April will continue for the remainder of the fiscal year. For this fiscal year, the College will only be allotted cash for about 99% of our General Fund appropriation. The System Office will guarantee that each college will be certified an amount equal to its average monthly expenditures for the 2<sup>nd</sup> and 3<sup>rd</sup> quarters of the fiscal year. If cash is available, the system office will provide additional funds for requests the College's average limited to 84% of this request.

## **Financial Report**

Toni Berbrick presented in detail the Financial Update as of March 31, 2014 to Trustees and addressed all questions.

Ms. Berbrick presented the student accounts (excluding loans) write-offs and requested approval to write-off those receivables in arrears by more than 181 days old as of April 30, 2014. The amount shall not exceed \$60,012.42. All questions were addressed. Duke Woodhull made a motion to approve the student accounts write-offs as presented. It was seconded by Pat Jones and passed unanimously.

Peter Hemans provided an update on the Henderson County and Transylvania County capital projects and addressed all questions.

### **Educational Foundation Report**

Ann Green, Executive Director, reported that contributions total \$736,658 for the first three quarters of the fiscal year with total support and revenue at \$1.7M. Investment returns since July 1 are 12.11% and 13.32% for the trailing five years. At March 31, 2014, assets of the Foundation were \$10.6M.

Ms. Green also informed the Board that the Educational Foundation Board of Directors accepted the resignation of Anthony (Tony) Morrow with an effective date of May 1, 2014. Tony will be moving back north to be closer to his three sons and their families.

Ms. Green highlighted the following major gifts:

- Raven and Judith McKenzie-Wilson gifted \$20,000 to the Ray and Judith McKenzie-Wilson Scholarship Endowment Fund with the Educational Foundation.
- Continental Automotive Systems made an in-kind contribution valued at \$34,800. The gift includes items to be used for the Applied Technology Department

Ms. Green stated that at the Foundation meeting held in April, the Board of Directors ratified the actions of the Audit Committee to engage Carter, P.C. for the 2013-2014 audit. Preliminary information will be sent to the auditors as requested with fieldwork scheduled for the week of July 14.

Ms. Green asked Trustees to mark their calendars to attend the Foundation Appreciation Breakfast, which will be held in the Blue Ridge Conference Hall at 7:45 a.m. on Wednesday, May 21.

### **Student Government Association Report**

SGA President, Subash Magar reported that both Henderson County and Transylvania County Campus SGA members attended the N4CSGA Conference in Durham, NC from March 28-30. The SGA's from each campus met for dinner on March 11, to discuss the plans for the conference and brainstorm on future collaborations with SGA groups.

The SGA Awards Ceremony was held on April 10 at 6 p.m. in Blue Ridge Conference Hall with over 300 in attendance. Winners of the Phi Theta Kappa Poetry and Essay Contest: Dany Thiv for the poem, "I Will Not Halt," and Shanita Jackson for the essay, "Bigger than Me" read their works during the SGA Awards Ceremony.

The Henderson County Campus SGA Spring Picnic was held on April 23rd from 11am to 4pm. Students, faculty and staff enjoyed food, games, and student club fundraising activities.

The Transylvania County Campus SGA Spring Picnic was held on April 23rd from 11 am to 6pm. Students, faculty and staff enjoyed food from Mayberry's restaurant, a sidewalk art and corn hole competition. Members of the TCC/SGA held a karaoke contest at the Brevard and Rosman High School After-Prom "Lock-Ins" on April 26th and May 9th.

New officers elections were held and with the following new SGA Officers for Fall 2014 and Spring 2015: Ronald Andronov-SGA Vice President; Rebecca Perez-Public Relations Officers; Grayson Compton-Vice President, TCC; and Eric Maloney-Secretary, TCC.

Subash introduced the new SGA President, Cynthia Garcia-Tamayo and thanked Trustees for the opportunity to have been a part of this Board.

Chairman McCormick thanked Subash for his work this past year as an Ex-officio of the Board of Trustees.

### **Old Business**

Chairman McCormick asked the College Attorney, Chad Donnahoo to provide a brief update on the Roughgarden Student Loan Fund. Mr. Donnahoo provided background information on the Roughgarden Trust. He explained that based on the request from the Board of Trustees, the college attorneys have been working on bringing a court proceeding to terminate the Trust and request authorization from the court to transfer the property of the Trust to the Educational Foundation.

Mr. Donnahoo stated that the Educational Foundation Board of Directors approved at their April 23, 2014, meeting the proposed transfer of the Roughgarden Student Loan Fund Trust to include adding funds to the existing George Coventry Roughgarden Student Work-Study Endowment Fund to be consistent with the Educational Foundation Board of Directors' intent to add funds. The Board of Trustees would need to revise their original motion from the March 10, 2014 meeting to include moving these funds to the already existing Roughgarden Student Work-Study Fund.

President Parkhill stated that she had reviewed past correspondence in regard to the Roughgarden Trust and it was clear that the original intent was to ensure that students did not receive a "hand-out". Dr. Parkhill stated this transfer to the existing work-study fund will benefit the college and students more than the original trust fund.

After discussion and all questions were addressed, Bill Ramsey made a motion to approve the proposed transfer of the George Coventry Roughgarden Trust Loan Fund to the BRCC Educational Foundation as an addition to the George Coventry Roughgarden Student Work-Study Endowment Fund, if termination of the Trust and such transfer is authorized by court order or judgment. It was seconded by Andrew Tate and passed unanimously.

### **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. Dee Dee Perkins made a motion to approve the list as presented. Scott Elliott seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

### **Approval of Custodial Services Contract**

President Parkhill stated that at the March meeting the Board directed the College administration to solicit bids for the purpose of outsourcing custodial services at the Henderson County Campus.

Peter Hemans informed Trustees that the Custodial Vendor Selection Committee reviewed award criteria based on the lowest and best bid as determined by consideration of: prices offered; general reputation and performance capabilities of the bidder; conformity with bid specifications; scope of services; experience in the community college or higher education environment; financial stability; and, classification as a Historically Underutilized Business (HUB). After a thorough review of the seven qualified bids in accordance with state procurement guidelines, the Selection Committee recommends awarding the contract to IH Services, Inc. based on the bid price without supplies. A metric of bidding vendors was provided to Board Members for their review.

President Parkhill commended the staff on doing due diligence in looking into all factors in the selection process of a vendor to present for board approval. Dr. Parkhill stated that the outsourcing of custodial services will enable the College to move forward with the restructuring of the Facilities Department in an effort to improve the level of service that is currently provided to the Henderson County Campus without increasing costs. The reorganization will have minimal impact on the current custodial workforce of seven since the contract price with IH Service, Inc. will allow the College to staff seven new positions as full time Plant Operations staff. Each of the seven custodians currently on staff will be eligible to apply for these new positions. The non-renewal of the custodial staff will coincide with the commencement of the contract with IH Services, Inc.

President Parkhill informed the Board the term of the initial contract with IH Services, Inc. will be one year commencing on July 1, 2014, at the option of the College for extending the contract for an additional two years. This will allow the College to look at efficiencies of the custodial vendor over the first year and determine if it is cost effective to continue with this outsourcing. Dr. Parkhill stated that this contract is for the Henderson County Campus only. The Transylvania County Campus will continue with its current custodial staff.

After discussion and all questions were addressed, Dee Dee Perkins made a motion to approve the selection of IH Services, Inc. as the custodial service provider as part of the Facility reorganization effective July 1, 2014, as presented. It was seconded by Chip Gould and passed without dissent.

### **Approval of Reemployment Contracts**

Parkhill requested approval of the Reemployment Contracts for July 1, 2014 – June 30, 2015. A listing of employees for reemployment was posted to the Trustee web site prior to the meeting. Dave Clavier made a motion to approve the reemployment contracts as presented. The motion was

seconded by Duke Woodhull and passed unanimously. A copy of the Reemployment Contracts listing is attached and made a part of these minutes.

### **Approval of Revision to 2014-15 Specific Fees and Live Projects**

President Parkhill reviewed with Trustees the curriculum fee revisions to the 2014-15 Specific Fees and Live Projects. After all questions were addressed, Andrew Tate made a motion to approve the revision to the 2014-2015 Specific Fees and Live Projects as presented. It was seconded by Dee Dee Perkins and passed without dissent.

### **Review of Board By-Law Changes**

Chairman McCormick stated that at the March meeting the Board directed the College administration to research changing the delegation of hiring and firing of employees from the Board of Trustee to the College President. A copy of the By-Law changes affected by this proposed change were sent to Board members for their review. Mr. McCormick asked Chad Donnahoo to give the Board a brief update on this research.

Mr. Donnahoo presented a brief description of what this action means in respect to the community college system and the different models that are used by other community colleges.

Mr. Donnahoo stated that this proposed By-Law change does not affect the college's current due process that is in place. Employee still has the right to a fair appeal process. Mr. Donnahoo also stated that if this proposal is approved, the president may make the hiring or firing decisions however the board still has the oversight responsibilities.

Mr. Donnahoo informed Trustees that the motion could be adjusted to delegate the authority of hiring and firing of non-exempt employees to the president while the Board would retain the authority for exempt employees. All questions were addressed.

Chairman McCormick informed Trustees that this proposed By-Law's change will be presented for the Board consideration at the July meeting.

### **Review of Policy Changes**

As the policy changes correlates with the Board By-Laws changes, this agenda item is deferred to the next board meeting in July.

### **Review of Mountain Area Workforce Audit**

President Parkhill informed Board Members that a copy of the Mountain Area Workforce Development Board Audit was posted to the Trustee web site prior to the meeting. The audit reviewed the financial management records of the Dislocated Worker Programs and showed no findings with all records in order and in compliance with the contract and WIA regulations.

## **Review of Request for Use of Alcohol at Special Events**

President Parkhill informed the Board of the following request for use of alcohol at special events:

- Henderson County Education Foundation Family Gala  
September 13, 2014
- Interfaith Assistance Ministry for Taste of Hendersonville  
October 14, 2014

## **Report of the NCACCT Law Seminar**

Chip Gould, Bill Farrell, Duke Woodhull, and Chad Donnahoo each gave a brief update on the NCACCT Law Seminar, which they attended in April. The Affordable Care Act and Cleary Act were a couple of the sessions attended at the seminar.

## **Other Comments**

Chairman McCormick informed Trustees that the revised Board Evaluation of Effectiveness form was included in their folders. Mr. McCormick thanked Duke Woodhull for his suggested changes to this document. All Trustees were asked to complete the form and return it to Brenda Conner by June 9, 2014.

Chairman McCormick informed the Board that he had received a letter from our attorney's office concerning a legal services rate increase. This is the first increase from Campbell Shatley, PLLC since 2008. Mr. McCormick thanked Chad Donnahoo for the excellent legal work that the College receives.

Chairman McCormick recognized Trustee, Scott Elliott and informed the Board that Dr. Elliott has tendered his resignation from the Board of Trustees effective immediately. Dr. Elliott has accepted a position as Superintendent of Watauga County School System. We wish him the best in his future endeavors.

President Parkhill asked Trustees to mark their calendars to attend a Trustee Retreat on Monday September 8, 2014. The retreat will begin at noon with lunch, a reception at 4:30 p.m. with the Educational Foundation Directors, and end with the Board of Trustees regular board meeting at 5 p.m.

## **Closed Session**

Pat Jones made a motion to enter into closed session pursuant to North Carolina G.S. 143.318.11 (a) (1) and (a) (3) for the purpose of discussing confidential personnel matters and matters protected by the attorney-client privilege. It was seconded by Scott Elliott and passed unanimously.

**Return to Open Session**

Upon returning to open session, Scott Elliott made a motion to adjourn the meeting. It was seconded by Dee Dee Perkins and passed unanimously.

There being no further business, the meeting was adjourned.

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Chairman

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Secretary