

Blue Ridge Community College  
Board of Trustees Meeting  
November 9, 2015, 5:00 p.m.  
Transylvania County Campus  
Room 140

The Board of Trustees of Blue Ridge Community College met on Monday, November 9, 2015, at 5:00 p.m. on the Transylvania County Campus, Room 140.

The following members were present:

John McCormick	Chip Gould	Dee Dee Perkins
Mark Morse	Josh Hallingse	Jeremy Gibbs
Andrew Riddle	Kohlman Flynn	Kelly Leonard
Priya Balakrishnan		

The following members were excused:

Duke Woodhull	Patricia Jones	Bill Ramsey
Betty Gash	Andrew Tate	

Others attending:

Molly Parkhill	Alan Stephenson	Chad Merrill
Ann Green	Carolyn Alley	Maria Stoneman
Julie Thompson	Lee Anna Haney	Peter Hemans
Glenda McCarson	Shanda Bedoian	Chris English
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.

## **Approval of Agenda**

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

## **Advanced Manufacturing Update**

Julie Thompson, Vice President for Economic and Workforce Development/Continuing Education, provided information on the Manufacturing Advisory Council for Henderson County. Ms. Thompson provided details on how the council was formed, its purpose, accomplishments over the past year, and vision for the future.

Shanda Bedoian, Director of Corporate and Customized Training, presented information on maintenance training needs requested by local manufacturers. Ms. Bedoian also provided details on a Maintenance Technician pilot program and the “Tooling U-SME” blended program, which delivers flexible hybrid instruction for curriculum and continuing education programs.

Chris English, Dean for Applied Technology, described some of the future plans in Advanced Manufacturing and the need for specific career pathways for high school students. Mr. English presented information on the High School-to-College Pathway for Welding, which allows students to begin in the 9<sup>th</sup> grade and potentially graduate high school with an Advanced Manufacturing Certificate.

## **Minutes Approval**

Chairman McCormick informed Trustees that the minutes from the September 14, 2015, regular session had been posted to the Board web site and the September 14, 2015 closed session minutes were mailed to Trustees. Kelly Leonard made a motion to approve the September 14, 2015, regular and closed session minutes; it was seconded by Dee Dee Perkins and passed unanimously.

## **Facilities and Finance & Investment Committees Joint Meeting**

Committee Chair, Chip Gould informed Trustees that the Facilities and Finance & Investment Committees met jointly on October 29, 2015. Mr. Gould informed Trustees that this meeting was held in the Distance Learning lab at the Henderson County Campus and offered the opportunity for Board Members to connect into the meeting at the Transylvania County Campus via distance learning. This worked very well and we hope to continue this opportunity for future committee meetings.

Mr. Gould stated that the Committee received an update from Peter Hemans on the current capital projects for both the Henderson and Transylvania County campuses. A listing of these projects is posted to the board web site. Mr. Gould commended the College’s Facilities department for their outstanding work with limited people.

Mr. Gould stated that the Bond Referendum is scheduled to be on the ballot in March 2016. President Parkhill described the requirements of the Bond Referendum, which limits the funds for

capital projects with a greater than 10 year life span. Based on these changes, the College has revised our Facilities Master Plan priorities. Dr. Parkhill stated that new construction does require local matching funds. The Henderson County Board of Commissioners has sufficient matching funds for the projects outlined.

Mr. Gould informed Trustees that the Henderson County Fire & Rescue Association (HCFRA) has made a request to the County Commissioners to transfer ownership of the College's property where the Fire Training Center is located to the HCFRA. Mr. Gould provided a brief history on the initial lease and the HCFRA's primary concerns and reasons for their request. Mr. Gould stated that the Facilities Committee did not make a recommendation regarding this request.

Mr. Gould presented to the Board the following three options to be considered for board action regarding the HCFRA request:

1. Continue our relationship as outlined in the current lease agreement. Current lease allows for renewal automatically unless both parties mutually agree to terminate or if one party violates terms of contract. However, the lease has no provision requiring HCFRA to secure additional liability insurance when sub-leasing facility to other organizations.
2. Enter into a new lease extending the term to thirty (30) years. Under North Carolina law, if a community college desires to enter into a long-term lease, i.e., greater than ten (10) years, with a nongovernmental entity, the lease must be treated as a sale of property and be executed by negotiated offer, advertisement and upset bids (G.S. §160A-269 and 272).
3. Sell property to HCFRA. The Board would be required to secure fair market value for the property following the procedures outlined in G.S. § 160A-269 (negotiated offer, advertisement, and upset bids). Assuming the HCFRA could secure funds to purchase the property, it is possible, although unlikely, to go through the process and HCFRA be outbid through the upset bid process. The College would have to reject the offer and start over again or consider one of the other two remaining options.

Discussion and questions arose concerning the options to consider. President Parkhill informed Trustees because no records can be located to document that the College received State approval for the original lease, the Board needs to take official action to declare the property "as unnecessary or undesirable for the purpose of the College". This action is in compliance with General Statutes 115D-15. Mr. Donnahoo also provided clarification on the three options for the Board's consideration.

After discussion and all questions were addressed, Kohlan Flynn made a motion to approve (*Option 2*) Enter into a new lease extending the term to thirty (30) years. Under North Carolina law, if a community college desires to enter into a long-term lease, i.e., greater than ten (10) years, with a nongovernmental entity, the lease must be treated as a sale of property and be executed by negotiated offer, advertisement and upset bids (G.S. §160A-269 and 272) to include language to declare the property "as unnecessary or undesirable for the purpose of the College". It was seconded by Kelly Leonard and passed unanimously.

Mr. Gould asked Carolyn Alley to provide an update on the Formal Financial Statements. Ms. Alley reviewed the unaudited Financial Statements for 2014-2015. The State Auditors should be

conducting the financial audit in January and audited statements will be presented to the Board at a later date.

Ms. Alley presented details on the EAGLE report update that was presented to the Facilities and Finance & Investment Committees. Ms. Alley stated that this program is not required, however the College does participate in order to show transparency. Ms. Alley provided a brief overview of the EAGLE program and the process used for the annual self-assessment of risk. Ms. Alley provided information on the one finding that was identified and how the college will be addressing this. She stated that next year's EAGLE report will also include control reviews for the events' fee collection and longevity payments.

Mr. Gould stated that at the September board meeting the Trustee voted to authorize the President to continue discussions with the Commissioners and School Board on plans for a potential Early College/Career Academy to be built on the College's Henderson County campus. President Parkhill informed the Board that at their November 2 meeting, the Henderson County Commissioner voted to move forward with this project. She stated that the College will own the building but would need to deed the property to the County to use as collateral for the loan and would then deed the property back to the College as soon as the debt was paid. Dr. Parkhill stated that this is permissible under G.D. 115D-15 1(a) and G.S. 115D-15 1(b). Mr. Gould stated that the Committee recommends the approval of the Early College/Career Academy project as presented. After discussion and all questions were addressed the Committee's recommendation passed without dissent.

Mr. Gould informed Trustees that the allocation method for the Bond Referendum has changed and now repairs and renovation needs will be based on useful life requirements. With these changes the Bond Priorities that was presented to the Board at the July meeting, has been revised. President Parkhill stated that the original list included campus security needs; however these did not meet the bond threshold. She also stated that Transylvania County Campus capital needs are not included on this list but we are working to determine what their needs are and have \$300,000 remaining funds earmarked for the Transylvania County Campus. Mr. Gould stated that the Committee recommends approval of the Revised Bond Priorities list as presented. After discussion and all questions were answered, the Committee recommendation passed unanimously.

Mr. Gould stated that the 2016 Budget Resolution was posted to the Board website for review. Ms. Alley noted a correction to the total to reflect capital county funds. The Committee recommends approval for budget resolution as presented. After discussion the 2016 Budget Resolution passed unanimously.

Mr. Gould stated that the 1<sup>st</sup> Quarter Financial Report had been posted to the Board website for review. The Committee recommends approval of the Financial Report as presented. The Committee's recommendation as amended passed 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:

- Dr. Parkhill stated that a new document had been posted to the Board website titled “Community College Hot Topics”. This document will provide Board Members with Federal and State updates that may impact community colleges. Dr. Parkhill briefly described some of the items included in the Hot Topics report.
- President Parkhill informed Trustees the NC Works Career Coach Program was established to place community college career coaches in high schools to assist students with determining career goals and identifying community college programs that enable students to achieve these goals. Dr. Parkhill stated that local board of trustees and local board of education shall enter into a memorandum of understanding of career coaches employed by the board of trustees of the community college.
- Blue Ridge Community College was awarded the Tooling U-SME, Platinum Education Center award for the innovative and successful implementation of Tooling U in both curriculum and continuing education programs. This award was only given to five (5) education centers in the nation.
- The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) notified the College that our Fifth-Year Interim Report submitted in 2014 has been chosen for the Resource Room at the 2015 SACSCOC Annual Meeting in December. They cited our report as a model for other institutions who are looking for examples of documentation that was viewed favorably by a review team. Dr. Parkhill stated that the College’s next SACSCOC reaffirmation will be in 2018.
- The College’s Fiscal Year 2012 Cohort Default Rate for student loans is 21.1%. This is a decrease from 24.3% rate from the previous year. Dr. Parkhill commended the Financial Aid staff on their hard work and efforts. The College is working with an outside vendor to provide some extensive counseling’s to students to help in this effort.

### **Educational Foundation Report**

Ann Green, Executive Director, reported in a comparison of the foundations associated with the 58 North Carolina community colleges (fiscal year 2014 tax returns):

- BRCCEF is second in ranking among all of Western North Carolina’s community college foundations (net assets/total full-time equivalent student ratio) and
- Sixth in ranking among all of North Carolina’s 58 community college foundations (net assets/total full-time equivalent student ratio).

Ms. Green informed the Board that as of September 30, investment returns are 6.66% for the trailing five years. Assets of the Foundation total \$10M.

The AAUW Brevard has pledged \$5,500 to be awarded as scholarships in 2016-17 along with the annual payout of their endowment fund. And Cheryl Hall has started a \$500 scholarship in memory of her daughter. The Heather Robin Memorial Scholarship is designated for single parents.

The Scholarship Appreciation Luncheon was held on Wednesday, September 30, 2015, at 12 p.m. in the Blue Ridge Conference Hall located in the Technology Education and Development Center. More than 360 donors and scholarship recipients were in attendance.

The 23rd Annual Arida Arts Symposium was held on October 23 and featured Flat Rock Playhouse Artistic Director Lisa Bryant. All events are funded by the Gamil T. Arida Endowment Fund and are free to the public.

The final class and graduation for the fall 2015 Community Ambassador Program participants was held on Wednesday, November 4. One hundred sixty-three individuals have completed the Community Ambassador Program since 2010.

Ms. Green stated that Surgical Technology Instructor Stephanie Kanupp and Director for Business Training and Personal Enrichment Ben Kish served as this year's co-chairs of the Faculty and Staff Giving Campaign raising \$28,702.76 to date. In addition, every employee serving on the College Leadership Team has made a contribution to the Faculty and Staff Giving Campaign.

Currently 67% of individuals serving on either the College Board of Trustees or the Foundation Board of Directors have made an annual gift to the Blue Ridge Community College Educational Foundation Trustees and Directors Giving Campaign.

### **Student Government Association Report**

The second annual BRCC Veteran's Day Ceremony was held this morning at 9 a.m. in Patton 150. This event is very special to our campus and community. The East High Air Force ROTC presented a color guard demonstration. Staff member Callie Williamson sang the National Anthem, and Faculty member James Duckworth was a guest speaker. BRCC Mechatronics students Greg Golden and Ronald Heatherly also spoke about their service experience.

Student Activities has partnered with the Sustainability Committee to provide a campus showing of Food Inc. This short document provides an in-depth look at the processed food industry, and is meant to make the audience aware when making grocery decisions. The film will be shown on November 17 in Patton Auditorium. This is an all-day event with showings at 9, 11, 1, and 3pm.

On Saturday November 21 the BRCC SGA is hosting a campus and community yard sale from 8am to 2pm in the TEDC Conference Center. The SGA is selling table space to vendors, and the proceeds will benefit the Henderson County United Way. This is a great opportunity for campus clubs to raise funds for their organization.

It has been a busy fall semester for Student Activities. To recap on some of the hi-lights, TCC hosted an American Red Cross Blood Drive on October 1 from 9am to 1:30pm in the TCC Student Center. It was very successful; they collected 23 units of blood exceeding the set goal. Over half of the donations were from first time donors.

HCC hosted a Halloween blood drive with the Blood Connection on October 21. They also exceeded the set goal, and 90% of the donors were students.

HCC Student Activities Coordinator Amanda Everhart has been working heavily with NTHS to rebuild BRCC's chapter. Applied Technologies Dean Chris English, Applied Technologies faculty member Steve Horlick, and Student Services staff member Cathy Stephenson have contributed greatly. Steve Horlick will be taking over as advisor while Amanda Everhart will continue to

handle recruitment. Chris and Cathy will be providing support. Currently, NTHS representatives have visited campus four times to meet with instructors and speak with students. Amanda Everhart held an interest meeting with guest speaker NTHS representative Carol Kaczmarek; 45 students participated.

ESL Day was a huge success on October 2. Staff and faculty from across campus came together to showcase all BRCC has to offer. The spotlight was on programs such as Applied Technology, Cosmetology, BLET, Early Education, and Allied Health. Students were able to fully experience campus through tours which included the Student Center among other places.

Both Student Activities Coordinators participated heavily in Career Day on October 16. This is a yearly collaboration that allows local high school students to experience all BRCC has to offer through interactive presentations with faculty, staff, and outside guest speakers. The Student Activities Coordinators volunteered as tour guides greeting and assisting students. Amanda Everhart also served as a presenter, leading a presentation and assisting with presentations on Child Care to assist in recruitment efforts for the Early Childhood Education program with Brenda Blackburn and Shelah Combs.

The biggest event of the fall season was the N4CSGA conference that happened this past weekend in Hickory, NC. Amanda Everhart and Rob Rhodes, the student activities coordinators at both campuses, took seven students to the Fall N4CSGA conference on October 30 to November 1. The conference brought together students and advisors from all NC Community Colleges for networking and learning opportunities. The purpose of the conference was to educate delegates on issues affecting their education, so that they might come together and pass motions to influence policies that directly affect the student population of the NC Community College System. Carolyn Alley from the business office and Cathy Stephenson from Student Services presented at the conference.

President Parkhill informed Trustees that the SGA is still trying to finalize their budget. A final budget will be presented to Trustee for approval at the January board meeting.

### **Old Business**

No old business.

### **Approval of Policy Changes**

President Parkhill reviewed the requested changes to the College's Policies: Student Conduct (4.15), Student Grievance (4.16), and Dual Employment (2.5). Dr. Parkhill stated the changes to Policies 4.15 and 4.16 were made in order to be in compliance with the Clery Act. She informed Trustees that the Dual Employment (2.5) Policy is no longer needed because the College has adopted a secondary employment policy. The administration is requesting the elimination of this policy. Kohlan Flynn made a motion to approve the policy changes as presented. It was seconded by Chip Gould and passed unanimously.

### **Approval of Revision to 2015-2016 Specific and Live Project Fees**

President Parkhill provided background information on the rising cost of expendable supplies in the Welding Courses. She also stated that currently the College charges a flat fee for each course; however this can equate to a higher expense for continuing education courses. In an effort to have a more equitable distribution of cost of materials, the College administration is proposing to change the fee structure such that students are charged based on the number of lab contact hours in the course. After discussion and all questions were answered, Mark Morse made a motion to approve the Welding Course fee structure change as outlined. It was seconded by Josh Hallingse and passed unanimously.

### **Review of Level II Instructional Service Agreements**

Chairman McCormick briefly described the Level II Service Agreements with Brunswick Community College and Southeastern Community College, which were posted to the Board website for review.

### **Review of Evaluation of Statement of Economic Interest Filed**

Chairman McCormick read aloud the Statement of Economic Interest Evaluation for Mr. Andrew Tate, which found no actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.

### **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 Kohlan Flynn and passed unanimously.

### **Return to Open Session**

Upon reconvening to open session Chip Gould made a motion to approve the 2015-2016 salary adjustments as presented in closed session. It was seconded by Mark Morse and passed unanimously.

Chip Gould made a motion to approve President Parkhill's employment contract to be effective July 1, 2015 through June 30, 2017. It was seconded by Kohlan Flynn and passed without dissent.

### **Comments by the Board Members**

The notes from the recent Joint Planning Session with the Educational Foundation Board of Directors were distributed to Trustees.

A 2016 Board of Trustees meeting schedule was provided to Board Members.



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

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Chairman

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Secretary