

Blue Ridge Community College
Board of Trustees Meeting
September 8, 2014, 5:30 p.m.
Henderson County Campus

The Board of Trustees of Blue Ridge Community College met at 5:30 p.m. on Monday, September 8, 2014, at the Henderson County Campus.

The following members were present:

Patricia Jones	Chip Gould
Dee Dee Perkins	Ken Butcher
Stan Cooper	Betty Gash
Andrew Tate	Sandy Tallant
Duke Woodhull	Dave Clavier
Kohlan Flynn	Jeremy Gibbs
Cynthia Garcia-Tamayo	

The following members were excused:

John McCormick
Bill Ramsey

Others attending:

Molly Parkhill	Antonia Berbrick	Alan Stephenson
Julie Thompson	Marcia Stoneman	Ernest Simons
Chad Merrill	Ann Green	Lee Anna Haney
Peter Hemans	Carolyn Alley	Brenda Conner
Chad Donnahoo	Phil Monk	

Vice-Chair Chip Gould called the meeting to order and welcomed members present and guests.

Ethics Statement

Vice-Chair Gould 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.

NC Works Presentation

Mountain Area Workforce Development Board (MAWB) Director, Phil Monk presented a history of the NC Works Centers which serves a four county region. The NC Works Centers are dedicated to connecting business and employees through career planning, training, and placement services.

Mr. Monk described the many services offered by the NC Works Center and provided data on the number of residents who have been helped by using these resources. Mr. Monk also provide information on the NC Works on-line tools, which are free and very beneficial to job seekers and employers alike.

Mr. Monk provided information on new State requirement that NC Works offices consolidate with Department of Commerce's Workforce Solutions Office to provide comprehensive services to employers & job seekers. He presented the MAWB's request to the college to allow the Workforce Solutions office to be located at BRCC's NC Works office. Currently, the Workforce Solutions office in Transylvania County is located at the BRCC NC Works office at TCC. All questions were addressed.

Oath of Office

Vice-Chair Gould introduced new Trustee, Jeremy Gibbs and informed the Board that Mr. Gibbs took his oath of office at the Transylvania County Clerk of Courts office on July 21, 2014.

Minutes Approval

Vice-Chair Gould informed Trustees that the minutes from the July 14, 2014, regular session had been posted to the Board Web site prior to the meeting. Ken Butcher made a motion to approve the July 14, 2014, regular session minutes; it was seconded by Andrew Tate and passed unanimously.

Facilities Committee

Committee Chair, Chip Gould informed the Trustees the Facilities Committee met on September 2, 2014. The Committee received an update on the 2014-2015 approved capital projects which included a request to approve the reallocation of \$60,000 from existing capital projects and redirect \$30,000 to cover the cost for the additional design modification for the cafeteria project and \$30,000 to cover the cost of replacement of the cosmetology classroom floor. Mr. Gould informed the Board that the Committee recommends the approval of the reallocation of \$60,000 from existing capital projects for the new capital projects as presented. After discussion the Committee recommendation was unanimously approved.

Peter Hemans presented and update on the Cafeteria Project which included details on the bid process. Mr. Hemans informed the Board that the project was award to Young Office and stated the College has worked with the contractor to get the original project cost within the \$100,000 threshold. Additional renovations will be re-negotiated with this contractor.

President Parkhill informed Trustees that the Joint Health Education Center (JHEC) project is moving along very well. The project plans will be presented to the Henderson County Commissioners at their September 17 meeting for approval. Dr. Parkhill stated that College faculty and staff have been very involved in the joint meetings and have provided input into this project.

Dr. Parkhill stated she will continue to keep the Board informed as these projects move forward toward completion. President Parkhill also informed Trustees that she was recently appointed to the Pardee Hospital Board of Directors.

President Parkhill provided the Board additional information on the State requirement that NC Works office consolidate with Department of Commerce's Workforce Solutions. This would involve the Workforce Solutions Office to relocate to the College's Henderson County Campus. The Workforce Solutions Office currently has a small staff of four. President Parkhill stated that with the future move of our Allied Health programs to the new JHEC, there would be space available in the Sink Building to house the NC Works office. This would provide a one-stop concept for new and current students. Until then, the current location in the Continuing Education Building can accommodate the increased staff. Dr. Parkhill informed the Committee that the Workforce Solutions Office has a lease on their current location through 2016, and are requesting that the College provide office space for them free of charge until January 2016 when their lease expires.

Vice-Chair Gould stated that the Facilities Committee recommends the approval to enter into a lease agreement with the NC Department of Commerce at no cost through January 2016 for this consolidation of the NC Works office. After discussion and all questions were addressed, the committee recommendation was unanimously approved as presented.

President Parkhill provided background on the College's Master Facility Plan developed in 2007. Although the College made some updates to this plan it is still outdated. The College Administration is recommending we hire Clark & Nexsen, the original architects, to update this plan. Dr. Parkhill stated that this action is permissible under State construction regulations and would only require the College to publicize its intent to hire an architect. The approximate cost to update the plan would be \$30,000. Funding would come from county reserves. All questions were addressed.

Vice-Chair Gould stated that the Facilities Committee recommends the approval to publicize the College's intent to hire an architect to update the current College Master Facilities Plan. After discussion the committee recommendation was approved without dissent.

Finance & Investment Committee

Committee Chair, Kohlan Flynn informed the Board that the Finance & Investment Committee met on September 2, immediately following the Facilities Committee meeting. The Committee received a presentation of the fiscal year 2014 Internal Control Certificate (EAGLE), which establishes internal controls and increased fiscal accountability. The 2014 report showed no findings with the College having strong internal controls in place.

Antonia Berbrick reviewed with Trustees the fiscal end analysis report for year ended June, 30, 2014, which included an analysis on the state and county budgets, county carryover, institutional funds, and accounts receivable. Committee Chair Flynn stated the Finance & Investment Committee recommend approval of the Fiscal Year End Analysis as presented. After all questions were addressed, the committee recommendation passed unanimously.

Antonia Berbrick reviewed with Trustees the State Treasurer Investment Fund Portfolio (STIF). Ms. Berbrick informed Trustees that county carry-forward funds are restricted for capital projects and as a result of some project delays, the College administration is requesting to transfer funds into the State Treasury Investment Fund in the first quarter of fiscal year 2015 in the amount of \$625,000. Committee Chair Flynn stated the Finance & Investment Committee recommend approval of the transfer of \$625,000 to the STIF account as presented. After discussion and all questions were answered, the committee recommendation was unanimously approved.

College Attorney, Chad Donnahoo presented a brief history on the Roughgarden Student Loan Fund and informed Trustees that we are waiting on response from the court to terminate the trust. Mr. Donnahoo stated that terminating the trust will allow the College to transfer it to the Educational Foundation to supplement an endowment that is already established

Antonia Berbrick reviewed with Trustees the 2014-15 Institutional Proposed Budget, which included a detail of the allocations for state, categorical, county, and institutional funds. After discussion and all questions were addressed, Dee Dee Perkins made a motion to approve the 2014-2015 Institutional Proposed Budget as presented. It was seconded by Duke Woodhull and 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:

- Of the 2014 Surgical Technology program graduates, 100% have passed their certification. Other passing rates include: Nursing program 90%, Emergency Medical Services program 88%, and Basic Law Enforcement program 93%.
- The BRCC Small Business Center (SBC) is part of the NC Community College System Small Business Center Network providing training, confidential counseling and resource information, at no cost, due to funding from the State of North Carolina to support business startups and existing companies. The 2013-2014 Small Business Center Annual Report highlights the following:
 - Entrepreneurship Events – increased by 62% to 175
 - Jobs Created 49
 - Jobs Retained 6

- Businesses starting up – increased by 141.6% to 24
- Business Plans created – increased by 357% to 25

Based on 2013-2014 performance, the BRCC Small Business Center is ranked 5th in the state out of 58 Small Business Centers.

- The Fall 2014 semester enrollment is 2228, which is down slightly compared to the Fall 2013 enrollment of 2314.
- A record number of Career and College Promise applications from Henderson county high school students were submitted for Fall semester. Ninety-three Henderson County high school students registered for 211 BRCC classes and thirty-eight Transylvania County high school students registered for a total of 86 classes.
- The 2014 Pell Grant applications and award recipients are down slightly from 2013; however, the Federal Pell Grant program maximum award amounts were up slightly from 2013.

Educational Foundation Report

Ann Green, Executive Director, reported that support and revenue for the 2013-2014 fiscal year totaled \$2.4 million with assets at \$10.8 million. Investment returns for the fiscal year were 16.81% and 11.84% for the trailing five years. The "Independent Auditors' Report" with an unmodified opinion (clean opinion) and the "Return of Organization Exempt From Income Tax" (Form 990), both prepared by Carter, P. C., for the 2013-14 fiscal year were accepted by the Board of Directors.

Ms. Green informed Trustees that the Foundation Board of Directors recently appointed its 2014-2015 officers and new directors:

Officers

Ken D. Adams, President
 Kaylyn “Katie” A. Inman, Vice President
 Patsy Farmer Jones, Secretary
 Molly A. Parkhill, Assistant Secretary
 Vikki D. Bailey, Treasurer
 Antonia M. Berbrick, Assistant Treasurer

New Directors include Stephanie Cosgrove, Don Holder, Catherine “Cathy” McCraw, James “Jim” Rudisill, Cindy Walker, and Myra Watkins.

Ms. Green stated that budget requests submitted by the College to the Board of Directors, along with other Foundation funds, rendered an approved budget of \$997,024 for 2014-15.

Ms. Green informed the Board that the Lincoln Electric Company donated a Magnum 250LX spool gun (\$1,420) and a Power Mig 350MP (\$5,818). The in-kind gift to the College’s Welding Technology program totals \$7,238.

The Fall 2014 Community Ambassador program participants are Jollene Austin, Janet

Faragher, Patrick Faragher, Renee Kumor, Jason Lefler, Bob Martel, John Parris, Rick Pilarski, Sissy Rogers, Jim Rudisill, Roger Smith, Dean St. Marie, Bob Staton, Mike Swartzlander, Lester Vier, and Jack Walsh.

Ms. Green informed Trustees that nominations for the BRCC Faculty and Staff awards are being accepted from now until September 30, for the Dr. Eliza B. Graue Extra Mile Award; the Dr. and Mrs. William D. Killian Outstanding Teacher Award; the Dr. Molly A. Parkhill Staff Person of the Year Award; and the Dr. David W. Sink, Jr. Community Service Award. All award recipients will be presented a monetary gift at the College Faculty and Staff Holiday Party on Tuesday, December 12, 2014, and announced at the December 19, 2014 graduation ceremony.

Ms. Green stated in September the Foundation will kick off its annual campaign starting with College trustees and Foundation directors. This year's Faculty and Staff Campaign will kick off on September 10 and will conclude on September 30. The Foundation will celebrate our students and donors at the Scholarship Appreciation Luncheon on Wednesday, September 17.

Ms. Green presented information on a new special event that will be hosted by the Educational Foundation - the Blue Ridge Wine and Artisan Cider Festival which will be held on the Henderson County Campus in the Conference Hall on October 25, 2014. Proceeds will benefit the Brewing, Distillation, and Fermentation, and Horticulture Technology programs, as well as student scholarships at Blue Ridge Community College.

Student Government Association Report

SGA President, Cynthia Garcia-Tamayo reported Amanda Everhart, new Student Activities Coordinator, began her first day on Friday August 29. All the SGA members are excited about her arrival. She has been extremely helpful and flexible for SGA.

Ms. Tamayo informed Trustee of the following SGA events:

- A Welcome Back Breakfast for the student body was held on Tuesday, August 26, and Wednesday, August 27, at the Student Center from 9a.m to 11a.m. There were several food options offered; from burritos, to parfaits, to pastries. There was a lot of positive feedback from the students.
- A SGA Campus Wide Meeting took place on Wednesday, August 27, in the Presidents Dining Room, at 3p.m. It was an effective meeting, with great feedback.
- The first American Red Cross Blood Drive of the semester was held on Thursday, August 28; in the TEDC Conference Hall from 9 a.m. to 2:30 p.m. SGA was there to help with the sign-in. A second Blood Drive is scheduled for Thursday, October 30, in the TEDC Conference Hall from 9a.m to 2:30p.m.

Ms. Tamayo informed the Board of the following upcoming SGA events:

- Club Rush Day is an event where the clubs at BRCC, get the opportunity to promote their clubs and reach out to the students, making it an effective way to get students involved. This event will be on Wednesday, September 10, and Thursday, September 11, in the Student Center, from 11a.m. to 2p.m.
- SGA Campus Wide Meetings will take place on September 24, and October 29, in the Presidents Dining Room.
- Allied Health Day is scheduled for October 15 from 11 a.m. to 2 p.m. This event is worked on hand in hand with the Allied Health Students. The purpose is to educate and help students become aware of the importance of their health.

Old Business

No old business.

Approval of Carl D. Perkins Allotment and Options 2014-2015

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 \$89,204 and addressed all questions. Kohlan Flynn made a motion to approve the Perkins Allotment and Options for 2014-2015 as presented. It was seconded by Ken Butcher and passed unanimously.

Approval of Level III Service Agreements

President Parkhill reviewed with Trustees the purpose of Instructional Service Agreements with other community colleges and presented details on the Level III Instructional Service Agreement with Fayetteville Technical Community College. After all questions were addressed, Ken Butcher made a motion to approve the service agreement as presented. It was seconded by Dee Dee Perkins and passed unanimously.

Review of New Employees

Vice-Chair Gould 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. Gould reviewed the listing of new employees with details on education and work experience. President Parkhill informed Trustees that these were all rehires for vacant positions.

Review of 2014 Program/Unit Action Plans

President Parkhill reviewed the 2014 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. President Parkhill stated this will be discussed in further detail at the Board Retreat in November. All questions were addressed. A copy of the 2014 Program/Unit Action Plans was posted to the board web site prior to the meeting and is attached and made a part of these minutes.

Review of Program Audit Report FY 2013-2014

President Parkhill informed the Board that the College has received the State Program Audit for fiscal year 2013-2014, which was posted to the Board Web site prior to this meeting. Dr. Parkhill stated there were no audit exceptions or areas of concern identified in the audit.

2014-2015 Board Committee Appointments

Vice-Chair Gould informed Trustees of the following Board Committee appointments:

Standing Committees:

Executive Committee

Board of Trustees Chair
Board of Trustees Vice-Chair
Dee Dee Perkins (*appointed*) *
Kohlan Flynn (*elected*) *
Duke Woodhull (*elected*) *

Curriculum Committee

Sandy Tallant – Chair
Jeremy Gibbs
Bill Ramsey
Stan Cooper
Dave Clavier
Board of Trustees Chair

Facilities

Chip Gould– Chair
Duke Woodhull
Betty Gash
Andrew Tate
Board of Trustees Chair

Finance & Investment Committee

Kohlan Flynn-Chair
Pat Jones
Ken Butcher
Jeremy Gibbs
Board of Trustees Chair

Ad Hoc Committees:

Nominating Committee

Ken Butcher – Chair
Andrew Tate
Kohlan Flynn
Dave Clavier

President’s Evaluation Committee

Pat Jones – Chair
Sandy Tallant
Duke Woodhull
Chip Gould
Board of Trustees Chair

By-Laws Committee

Dee Dee Perkins-Chair
Bill Ramsey
Betty Gash
Ken Butcher
Board of Trustees Chair

Mr. Gould reminded Board Members that committee meetings are open to all trustees.

State Ethics Commission – Statement of Economic Interest Evaluations

Vice-Chair Gould read aloud the following Statement of Economic Interest Evaluations.

The following Trustees evaluations did not find an actual conflict of interest or the potential for a conflict of interest: David Clavier and Jeremy Gibbs

NCACCT Leadership Conference Update

Kohlman Flynn presented a brief update on the social media presentation at the NCACCT. Mr. Flynn commended College Attorney, Chad Donnahoo on his excellent presentation at the Leadership Conference.

Stan Cooper gave a brief update on the NCACCT presentation on student disciplinary action and accountability.

Dave Clavier stated the new trustee orientation on Trustee Roles and Responsibilities was very informative and this session proved evident that BRCC is an outstanding institution. Dr. Clavier also provided some brief information on the national default rate session and how this is a growing issue.

Jeremy Gibbs presented a brief update on NCCCS President, Scott Ralls presentation on workforce development trends. Mr. Gibbs also stated that the roundtable discussions were a very productive use of time and very informative.

Other Comments

Vice-Chair Gould reminded Trustees that the next meeting will be held on November 10 at the Brevard Music Center. A Trustee Retreat will be held from 12 – 4:30 p.m., with the regular board meeting to follow at 5 p.m.

Vice-Chair Gould informed Trustees that the last board committee meetings were held in the Patton Building, Room 150. This is a larger room than TEDC 337; therefore, we will hold our January regular board meeting in Patton 150. If this proves to be a better location for our board meetings, we will change our future meeting on the Henderson County Campus to this new location.

There being no further business, the meeting was adjourned.

Vice-Chairman

Secretary