

Blue Ridge Community College
Board of Trustees Meeting
November 14, 2016, 5:00 p.m.
Transylvania County Campus
Room 140

The Board of Trustees of Blue Ridge Community College met on Monday, November 14, 2016, at 5:00 p.m. on the Transylvania County Campus, Room 140.

The following members were present:

John McCormick	Chip Gould	Bill Ramsey
Patricia Jones	Betty Gash	Jeremy Gibbs
Andrew Riddle	Kohlman Flynn	Kelly Leonard
Josh Hallingse	Andrew Tate	Duke Woodhull
Elizabeth Mallard		

The following members were excused:

Mark Morse	Susan Robinson
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Others attending:

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

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?

Trustee, Chip Gould reported he had a conflict and will need to abstain from voting on the approval of the contractor for the Horticulture Building which is under New Business. No other 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 Chip Gould and passed without dissent.

Oath of Office/Evaluation of Statement of Economic Interest

Chairman McCormick informed Trustees that Susan Robinson was appointed to our Board of Trustees by the Governor's Office and she received her oath of office at the Transylvania County Clerk of Court on September 27, 2016. Ms. Robinson's Evaluation of Statement of Economic Interest from the State Ethics Commission reflected no actual or potential for a conflict of interest.

Marketing Update Presentation

Chairman McCormick introduced Erica Allison, PR Strategist for Allison Development Group to present a Marketing Update to Trustees. President Parkhill reminded Trustees that the College had contracted with the Allison Group to assist in our marketing efforts.

Erica Allison presented the Brand Pivot concept that the College will be focusing its marketing efforts. Trustees were provided information on the rebranding process, strategy, campaign, key elements, and next steps. Ms. Allison stated that the Phase I campaign will run from November 21, 2016 through February 13, 2017. We will evaluate Phase I in February 2017, recalibrate if necessary and begin Phase II March – May 2017. All questions were addressed.

Minutes Approval

Chairman McCormick informed Trustees that the minutes from September 12, 2016, regular session and October 17, 2016 Special Call meeting had been posted to the Board web site. The minutes from the September 12, 2016 closed session were mailed to Board Members. Chip Gould made a motion to approve the regular and closed session minutes; it was seconded by Duke Woodhull and passed unanimously.

Finance & Investment Committee

Committee Chair, Kohlan Flynn reported the Finance and Investment Committee met on Oct 27, 2016 and asked Carolyn Alley to update Trustees on the Formal Financial Statements. Ms. Alley stated the unaudited statements consist of three parts: management's discussion and analysis, financial statement exhibits, and notes to the financials. Ms. Alley presented details on the financial statements and addressed all questions.

Ms. Alley stated that the state auditors typically arrive before the holiday break and conclude their work at the end of January. We should be able to provide an audit report to the Board in March if we received the complete financial audit before the board meeting. Ms. Alley also provided a brief description of the College Eagle Internal Controls program.

Ms. Alley presented an update on the first quarter financial report which included information on carry forward, year-to-date actuals plus encumbrances, Henderson and Transylvania County funds, institutional funds, and collections. Ms. Alley stated that at this time, it doesn't look like the state will be requiring a reversion this year. All questions were addressed.

By-Laws Committee

Committee Chair, Kelly Leonard stated the By-Laws Committee met on October 27, 2016. The Committee was provided a summary of other North Carolina community colleges By-Laws regarding items that Trustees were considering changing. These included: board officer term limits, board secretary position, and composition of standing committee. A copy of the summary was provided to Trustees.

Mr. Leonard also informed the Board a document of "Items for Consideration" was also uploaded to the Board Website for Trustees. Mr. Leonard stated that some items that are in the current By-Laws are governed by the North Carolina General Statutes and/or the North Carolina Administrative Code and may not be changed. The By-Laws Committee will meet again on December 12, to review these documents and prioritize and discuss possible changes/revisions which will be presented to the full board for approval. Mr. Leonard asked Trustees to please provide any feedback or suggestions to changes to the By-Laws to him before the next Committee 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 stated that the Transylvania County Campus held their Annual Career Day on October 10, 2016.

President Parkhill asked Trustees to mark their calendars for the following upcoming events:

- Faculty/Staff Holiday Party – December 9, 2016, 12 noon at the Hendersonville Country Club
- High School Equivalency Graduation Ceremony – December 15, 2016, 6 p.m. at the Henderson County Campus, Thomas Auditorium
- Graduation Ceremony – December 16, 2016, 6 p.m. at the Henderson County Campus, Blue Ridge Conference Hall

Capital Project Update

Chad Merrill provided an update on the College's current capital projects. Dr. Merrill presented brief details on the following projects, with all questions being addressed:

- One Stop Phase I
- Advanced Manufacturing Expansion

- Horticulture Building
- LED Outdoor Lighting
- Security Cameras/Door Access
- SAMTEC Equipment installation
- Innovative High School
- Law Enforcement Training Center
- Health Sciences Center – Staffing Update

Educational Foundation Report

Ann Green, Executive Director, reported the Educational Foundation's investment returns were 4.94% and 8.77% for the trailing three and five years, respectively. At September 30, 2016, assets of the Foundation were \$10.5 million.

The 2016 Faculty and Staff Giving Campaign has surpassed all previous records with gifts totaling \$31,443.56. English Instructor Ben Hardy and Pay It Forward Endowed Chair Lead Engineering Technology Instructor Sharon Suess served as this year's Campaign co-chairs. Ms. Green stated that she will provide information on the Trustee/Foundation Director Giving Campaign at the January board meeting.

Ms. Green reported the Board on the following major gifts to the Foundation:

- Margaret R. Pardee Hospital Auxiliary pledged \$12,500 for 2016-17 scholarships: (\$8,500 for Curriculum scholarships and \$4,000 for Continuing Education scholarships).
- The American Association of University Women (AAUW) Brevard Branch has pledged \$6,000 for 2017-18 scholarships.
- The Fitzpatrick Foundation contributed \$9,750 for three 2017-18 Mills River Scholarships.
- Mr. and Mrs. Louis R. Santiago gifted \$5,317.80 to the established Blair-Santiago Family Scholarship Endowment.
- T&J Auto Service contributed a gift-in-kind of two brake lathes with adaptors, one recovery machine, and one work table with accessories. This gift has a combined value of \$5,500 and will be used in the Automotive Systems Technology program.

Ms. Green informed Trustee that more than 300 guests attended both the Scholarship Appreciation Luncheon held in September, and the 2016 Arida Arts Symposium honoring Dancer, Choreographer, and Teacher Pat Shepherd.

Ms. Green stated that the final class and graduation for the fall 2016 Community Ambassador Program participants was held on Wednesday, November 2. Our tenth class and new Community Ambassador graduates are Tammy Albrecht, Wilsonart; Ruth Birge, Vision Henderson County; Mary Brandyburg, Community Volunteer; Millicent Burke-Sinclair, Four Seasons Compassion for Life; Brian Cavagnini, Meritor; Chuck Darnell, retired ExxonMobil; Jennifer Harrell, City of Hendersonville; Amy Jones, Entegra Bank; Jason Ormsby, Rosman High School; Darlene Parent, Henderson County Public Schools; Adam Pressley, Cason Companies, Inc.; Brenda Sloan, retired school guidance counselor; Kevin Smith, Transylvania County Schools; Autumn Weil,

Blue Ridge Literacy Council; Jeff Wells, Town of Mills River; and Donna Wilde, Davidson River School. One hundred seventy-nine (179) individuals have completed the Community Ambassador Program since it began in 2010.

Chad Donnahoo updated Trustees on the McGregor estate gift of \$10,000 that was left in error to the College instead of the Educational Foundation. Mr. Donnahoo stated it is hopeful that this transfer of the estate should be completed soon and there will be no legal fees charged to the College, as the fees are being paid from the estate.

Student Government Association Report

Elizabeth Mallard, SGA President reported the Student Government Association has a new Vice President, Jordan Ray and a new Public Relations Officer, Maxwell George.

Ms. Mallard informed Trustees that the SGA is working with faculty and staff through the College's new Achieving the Dream initiative to have students participate in more faculty/staff committees, events, and meetings. She also stated that the SGA worked with the local Blood Connection with a Blood Drive. Twenty-eight pints of blood were collected, with more 20 individuals giving. Ms. Mallard stated that the full SGA report was posted to the Board Website for Trustees to review.

Old Business

No old business

Approval of Contractor for Horticulture Metal Storage Building

Chairman McCormick informed Trustees that the Horticulture metal building capital project is considered an informal project per State Construction requirements. The College posted the request for proposals and received three bids. Mr. McCormick stated that the lowest bid was submitted by Cooper Construction. After discussion and all questions were addressed, Kohlan Flynn made a motion to approve Cooper Construction as the general contractor for the Horticulture Building Capital Project based on lowest bid submission. It was seconded by Kelly Leonard and passed unanimously, with Chip Gould abstaining from the vote.

Approval of Innovative High School Lease Agreement

Chairman McCormick stated the agreement between the College, Henderson County, and the Board of Public Education regarding the Innovative High School was posted to the Board Website for review prior to this meeting.

Chad Donnahoo stated he had provided some edits to this standard lease agreement. Mr. Donnahoo provided a brief explanation of the lease agreement and North Carolina statutes regarding this project. He informed Trustees that the Henderson County Board of Education would approve the lease agreement as well. There was discussion on wording of the footnote on the signature pages. Mr. Donnahoo will correct this change to the agreement.

Chip Gould made a motion to approve the Innovative High School Lease Agreement with noted changes. It was seconded by Jeremy Gibbs and passed without dissent.

Approval of Policy Changes

President Parkhill reminded Trustees that the College's revised Salary Plan was approved by the board last year. The College Administration determined that current faculty salary plan did not allow for compensation for additional duties. Dr. Parkhill stated that it is important to reward faculty working in expanded roles beyond their teach duties. After discussion and all questions were addressed, Kohlan Flynn made a motion to approve the Salary Plan policy revisions as presented. It was seconded by Duke Woodhull and passed unanimously.

Federal Student Aid Audit

President Parkhill informed Trustees that the College had received the North Carolina Statewide Federal Student Aid Audit from the U. S. Department of Education. Blue Ridge Community College was listed as having no deficiencies. Dr. Parkhill commended the College's Financial Aid staff on their good efforts.

Presidential Search Update

Chairman McCormick reminded Trustee that the Presidential Search Committee will meet on December 12, at 5 p.m. in TEDC, Room 205, with a distance learning opportunity at the Transylvania County Campus in Room 142. Mr. McCormick informed the Board that the Search Consultant, Donny Hunter had provided a draft Calendar of Events that was posted to the Board Website. Mr. Hunter will attend the meeting on December 12, and will present the draft calendar for approval by the Presidential Search Committee.

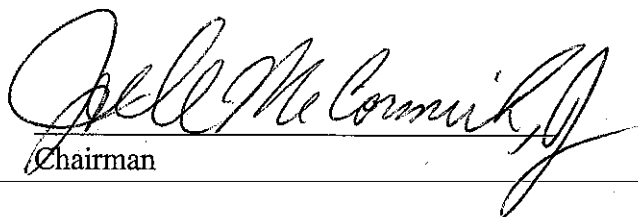
A suggestion was made to add Presidential Search Committee updates to the rolling marque on the College's website. Chairman McCormick stated that the committee will ask Dr. Hunter regarding this. All questions were addressed.

Review of New Employee

Chairman McCormick reviewed the new employee listing which was posted to the Board web site prior to the meeting.

Comments by the Board Members

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


Chairman


Secretary