

REPORT TO BLUE RIDGE COMMUNITY COLLEGE TRUSTEES

May 8, 2017

Dr. Molly A. Parkhill

GENERAL ADMINISTRATION DIVISION

Police & Public Safety

Facilities Director and Police Chief are conducting annual safety inspections on all of the buildings in preparation for our annual Environmental Health & Safety Institute (EHSI) inspection in April. An Implementation Plan will be developed for any corrective action needed.

BRCC Police have developed a video that is a condensed version of the SAFE training provided to Full-time employees. This video will be used to train adjunct faculty and students and will highlight the appropriate action to be taken in an active shooter scenario.

Research, Planning, and Institutional Effectiveness

The 2016-2017 Annual Employee Satisfaction Survey and 2016-2017 Annual Student Satisfaction Survey have been administered and quantitative results have been posted to SharePoint.

The 2016-2017 BRCC Student Satisfaction Survey included 70 questions covering all areas of the College. 109 class sections were randomly selected using stratified, random sampling to ensure the adequate representation of classes in all delivery methods, all campuses, and across all departments. The survey was conducted on paper during class time for seated sections and using Survey Monkey for online and hybrid sections. Survey responses were collected over a two-week period at the end of the spring 2017 semester. 280 students completed the survey.

The 2016-2017 Employee Satisfaction Survey included six areas:

1. General College
2. Finance
3. Economic and Workforce Development/Continuing Education
4. General Admission
5. Instruction
6. Student Services

The survey was conducted online using Survey Monkey and on paper when requested. Survey responses were collected over a three-week period. The response rate among full-time employees was approximately 80%.

These survey results, as well as student learning outcome data and other measures, will be used to inform the College's unit and program action plans which are currently being developed.

Achieving the Dream teams are also developing action plans based on the past two years' worth of data collection and review. These action plans are focused on the College Strategic Goals of improving student success and increasing student access. Implementation of ATD action plans will begin in fall 2017.

FINANCE DIVISION

Risk assessments for Financial and Compliance areas have been submitted to the Office of the State Controller (OSC) as part of our annual EAGLE process. The College's EAGLE committee is currently completing the evaluation and execution phase. This phase includes random testing of controls that address financial and compliance risks to determine their operating effectiveness for the current year. The testing phase must be submitted to OSC no later than June 30, 2017.

Several employees attended the Spring Association of Community College Business Officials (ACCBO) Conference held March 6-8, 2017 in Pinehurst, North Carolina. Conference topics included accounting, budgeting, financial reporting, internal controls, ethics, purchasing, and auditing.

Carolyn Alley attended a Financial Reporting Course sponsored through the Community College Financial Institute (CCFI) May 1-3, 2017. The course was held at Asheville-Buncombe Technical Community College.

Based on the recommendation of the Statewide IT Procurement Office, the College is rejecting both offers for the Mass Communications Request for Proposal (RFP). The scope of the project has been reduced significantly to align with available funds for the project, and therefore, requires the College to begin the RFP process again.

We are in the process of developing a Request for Proposal (RFP) for banking services for our county, institutional, flexible spending, and payroll accounts. The College must use core banking through the North Carolina State Treasurer's Office for our state and Short Term Investment (STIF) accounts. Therefore, those accounts will not be included in the RFP. Once the RFP is finalized, it will be posted on the North Carolina Interactive Purchasing System (IPS) website for open market solicitation. We hope to obtain improved banking services as well as lower banking service fees.

INSTRUCTION DIVISION

On March 29, The NCCCS staff conducted their monitoring visit of the Adult Education & Literacy Program. We received good reviews on the three areas of focus: instruction, compliance, and data management. The instructional evaluator was impressed with lab management, including the development and use of standard-based individualized education plans, and contextualization of instruction and asked us to present at the Performance Summit in July. Our overall performance has increased 7 points in the last two years and the data coordinator commended our progress attributing it to the changes we have made in instruction, data collection and reporting. She believes we can top that number by the end of the year. We also received kudos for exceeding the 75% credential requirement for our instructors. This is a new requirement and we are already meeting expectations.

We had 40 digital media students and 6 high school faculty members from Hendersonville, East Henderson, North Henderson, and Asheville High on campus recently for our second annual Young Filmmakers Workshops. Visiting instructors included local filmmaker Kira Bursky

(www.allaroundartsy.com), professional sound recordist Sid Williams (<https://sidlocationsound.com/>), filmmaker and adjunct instructor Brett Wetherington (<https://www.385films.com/films>), and Blue Ridge's BRCCTV guru Rich Keen. Participants started the day with a video race, where students from different schools collaborated to make one minute films. Students then participated in a variety of hands-on workshops, including Greenscreen techniques, steadicam operation, sound recording for narratives, and After Effects demos. Lunch was catered by Moe's Southwest Grill, during which students were treated to an exclusive screening and Q&A with filmmaker Kira Bursky! Volunteers of former and current film students helped mentor and guide groups throughout the day.

On April 26th thru April 28th the SkillsUSA North Carolina State Conference was held in Greensboro, NC. Over 2600 High School and College students from all across North Carolina arrived to compete, setting a new state conference record. BRCC instructors, Eric Stephens and Jonathan Galloway traveled with thirteen BRCC students to compete in the high school and college competitions. We are very pleased to announce Caison Newton won first place in Automotive Service Technology for post-secondary. Caison was in competition with 40 college students from colleges across North Carolina. Caison is in the Automotive Light Duty Diesel program with advisor and instructor Joe Shook. He will now go on to compete in the National competition in Louisville, KY June 19th thru June 24th. We are also pleased to announce Jeremy Chastain earned second place in Technical Drafting. We are extremely proud of all of our students that attended the state event. This was the first Automotive Service Technology competition for many of our students and it was a great learning experience for them.

ECONOMIC AND WORKFORCE DEVELOPMENT/ CONTINUING EDUCATION (EWD/CE) DIVISION

New Accountability and Integrity Plan for EWD/CE

The NCCCS Office has been working with a team of community college representatives and pilot colleges to develop a revised Continuing Education Accountability & Integrity Plan to replace the prior document (Continuing Education Accountability Plan). The new accountability plan is a more comprehensive tool which places greater flexibility and responsibility in the hands of each local college and it's Board of Trustees. Beyond the need to respond to requirements within the SBCCC, the new Accountability and Integrity Plan provides a structure for colleges to achieve the following:

- Review their programs for relevancy
- Develop goals for growth and sustainability
- Ensure state budget compliance
- Develop tools to increase efficiencies and mitigate risks
- Align programs with governing requirements and industry needs

On April 11, staff attended a regional workshop about how to draft a new plan. The plan will be presented to the Board of Trustees in the fall.

Backpacks to Briefcases Project is a regional initiative sponsored by Mountain Area Workforce Board, AB Tech and Blue Ridge Community College. The goal of the project is to assist low income 2 and 4 year recent college graduates find full time employment by first placing them in 12

week internships with area companies. Elements of the project included an HRD class taught jointly by BRCC and ABTech instructors and a Backpacks to Briefcases Talent Jam Job Fair. This unique Job Fair event took place at Appalachian Brewery where participating employers each had 58 seconds to introduce their companies. Applicants then had 58 seconds to give their “Elevator Speeches.” Employers then visited tables where applicants sat to talk with them individually. Internship placements have begun through the NCWorks Centers. Thus far 24 applicants have applied and 64 companies have offered internships.

Disney Institute

230 individuals from 57 organizations participated in the Disney Institute’s daylong seminar, Disney’s *Approach to Leadership* May 3 in the Blue Ridge Conference Hall. This year marks the third Disney Institute event. The event is sponsored by BRCC Professional Development Institute whose mission is to offer world class training locally.

Duke Energy’s Asheville Project

BRCC’s EWD/CE Division along with counterparts from AB Tech and Isothermal are meeting with representatives from Duke Energy to plan training necessary to staff Duke Energy’s Asheville Project: Duke Energy recently announced a 10-year, \$25 billion grid modernization investment plan aimed at better serving customers. \$13 billion will be invested in North Carolina over the next decade. The project is called *Power/Forward Carolinas*, an initiative with focused investments that:

- Move targeted power lines underground to help reduce outages
 - enhance grid technologies to self-identify problems and reroute power, decreasing outage numbers and duration
 - advance smart metering infrastructure to enable more bill-lowering tools
 - protect against physical and cyber-security threats and keep the grid safe; and
- support the sustainable growth of renewable energy and emerging technologies
- Many skilled workers will be required to complete this project.

Allied Health

The Medical Assistant Entry Level Course is growing on both campuses, doubling in size. Classes are scheduled for May and September on the Henderson County campus and Transylvania County respectively are filled.

STUDENT SERVICES

The Phi Beta Lambda chapter returned from the 63rd Annual State Leadership Conference with each student who participated bringing home at least one state award and placed within the top 8 in the state. Students also received certificates of participation in the SLC Leadership Development Program. Amy Clarke and Rosa "Aly" Rich have advanced to represent North Carolina Phi Beta Lambda and Blue Ridge Community College in this year's National Leadership Conference being held in Anaheim, CA this summer in June.

Registrar

Thirteen students will be admitted to the RIBN program for this fall, six for year one, 7 for year two (who will join the current cohort of two students for a total of nine). That will make a total of 21

student's years one through three next year. RIBN is growing, especially with the year two entry option. Seven will graduate from WCU in May and four are starting year four with WCU in the fall.

512 students have preregistered for summer semester. This compares to 553 students last year. Final registration day for summer semester will be May 16.

Counseling

The Spring College Transfer Fair was held on March 28, on the Henderson County Campus. Over 20 college and university representatives were available to meet with students and assist them with questions regarding transfer.

A campus tour request form has been developed and posted on the College's web page. Visitors can select from pre-scheduled tour dates and times.

Recruiting

Rita presented information regarding the accounting, business administration, and entrepreneurship certificates for CCP at North Henderson High School. Rita also visited students in Personal Finance and Principles of Business classes at North.

Rita is spending extra time at the high schools helping with registration for next year's CCP students. In addition, she is helping seniors who plan to attend Blue Ridge in the fall. They are working to complete the admission application, build student accounts and to apply for FAFSA and the Educational Foundation scholarship.

Jay Alley, Rita Blythe, Deb Henry, and Stephanie Kanupp hosted a tour of the Health Sciences Center on Monday, April 10. More than sixty area high school students interested in the health field participated. This is part of the annual Student Recruit Student Campaign. Students visited 5 program areas from both Blue Ridge and Wingate: nursing, surgical technology, EMT, pharmacy and physician assistant.

More than forty students from Hendersonville Middle School (HMS) made a visit to the Henderson County campus on April 13. The group toured several program areas on campus. This was the 3rd year that HMS has toured our campus.

Financial Aid

Crystal Smith will be joining a new FA Virtual Community of Practice (VCoP) being developed by the System Office in a leadership role. She and the other three leaders will be assisting the new FA Business Systems Analyst in serving the financial aid offices in the community college system by providing training to employees, responding to needs and inquiries, and creating new services and best practices.

Early College

The Early College Annual Student Showcase was held on April 6. Freshmen and sophomore

students set up presentations that display their high school work and student portfolio. Freshmen projects focused on self-assessment and sophomores focused on career and college plans. This was an opportunity for students to show the community what they are doing at HCEC and to express their gratitude for this educational opportunity.

TRANSYLVANIA COUNTY CAMPUS

Kevin Spradlin, TCC Career Coach recently met with Brevard High School parents and also spoke with the Boys and Girls Club. The second Career Academy was held on March 30, with 22 students from Vincent Warren's Engineering and Tech class at Brevard Middle attending. Student visited Sylvan Sport, TVS, OGRE and Busy Bee Farms.

Transylvania County area high school students took a trip to visit Continental the last week in March to observe operations and specifically learn how CNC machining plays a role at Continental.

A Professional development workshop was held on March 31 in collaboration with NC Bionetwork group for local teachers. Activities included a lab in the morning, followed by a site visit to Gaia Herbs with a focus on relevant skills learned in lab, lunch and then a collaborative session in which teachers created lessons and units that can be used in their classrooms.

Foundation Scholarship "Help session" was held on Tuesday, April 4 from 11 - 1pm at Brevard High School. Rob Rhodes and Kevin Spradlin helped students complete the online scholarship application. Future ones will be at Rosman High and Davidson River School.

BLUE RIDGE COMMUNITY COLLEGE EDUCATIONAL FOUNDATION

Contributions total \$736,131.05 for the first three quarters of the 2016-17 fiscal year and total support and revenue is at \$1.4 million. Investment returns were 8.28%, 4.45%, and 6.5% for the fiscal year to date, trailing three, and five years, respectively. At March 31, 2017, assets of the Foundation were \$11.2 million.

2017-18 Board of Directors

At their meeting on April 26, 2017, Blue Ridge Community College Educational Foundation Board of Directors appointed its 2017-18 officers: President C. Donald "Don" Holder, Vice President Mark A. Isabelli, Secretary Cindy N. Walker, Assistant Secretary Blue Ridge Community College President, Treasurer Hilliard Staton, Assistant Treasurer Carolyn W. Alley, and Executive Director Ann F. Green.

Stephanie J. Cosgrove, C. Donald Holder, Catherine McCraw, James W. Rudisill, and Cindy N. Walker were reappointed for a second three-year term. Myra Watkins was recognized for serving a three-year term as she will rotate off the Board on June 30.

The Board of Directors of Blue Ridge Community College Educational Foundation also recognized Dr. Parkhill's service to the Foundation with an award that was presented at their Annual Meeting on April 26, 2017. Wording on the award: "The Board of Directors of Blue Ridge Community College Educational Foundation recognizes Dr. Molly A. Parkhill for supporting the Foundation's mission through her personal contributions, leadership and 10 years of dedicated service."

2016-17 Audit

At their April meeting, the Board of Directors ratified the actions of the Audit Committee to engage Carter, P.C. for the 2016-17 audit. Preliminary audit work will be scheduled before the fiscal year end, with fieldwork scheduled for the week of July 10.

Major Gifts

Gary and Kathleen Harris donated 320 shares of Vanguard Total Stock Market Index Fund Admiral Shares valued at \$19,126.40 as an addition to the Harris Family Scholarship Endowment Fund that they established last year.

An **anonymous donor** set up a scholarship endowment named to honor the work and services of College Walk Director of Nursing Karon Goldsmith. A \$10,000 contribution established the Karon Goldsmith Scholarship Endowment. The purpose of the Fund is to provide scholarship support with first preference given to a full- or part-time employee of College Walk in the Associate Degree Nursing program with a 2.5 (or higher) grade point average. It may then be awarded to another if no qualified student applies.

Carol Peim contributed \$5,000 to fund the 2017-18 Russell Ault, Jr., Memorial Scholarship.

Ellen Perstein gifted \$67,235 that will provide for annual scholarships (\$235); an additional allocation to two already established Roper Scholarship Endowment Funds (\$2,000); the establishment of a new Roper Scholarship Endowment Fund (\$40,000) in the name of Anne Lacy Roper Gasteiger; and the Pay It Forward Engineering Technology Instructor position for 2017-18

(\$25,000).

Dr. Raymond A. Stone made a \$10,000 unrestricted contribution to the Foundation.

Ron Kauffman, President of Stand T.A.L.L (Thank a Local Lawman) will be presenting a check in the amount of \$1000.00 to BRCC BLET Tuesday, May 9th at 10 am. The money will be designated as tuition for a BLET student.

Major In-kind Gift

Kohlman and Linda Flynn contributed a Budget Rolling Overhead Lift (one ton) and 19 other equipment items to be used in the Welding Technology program. This gift is valued at \$5,200.

Arida Arts Symposium

October 27, 2017, has been selected as the date for the 2017 Arida Arts Symposium. Free Planet Radio, a world music trio has been confirmed as the 2017-18 artists. This year marks the 25th Anniversary of the Arida Arts Symposium.

New Annual Curriculum Scholarship

Mary Maybin started a new annual scholarship fund, Theron Maybin, Sr., Memorial Scholarship, for award in the 2017-18 academic year. This \$500 scholarship is to be awarded to a Horticulture Technology student pursuing a degree, diploma or certificate that has a demonstrated financial need.