

Blue Ridge Community College
Board of Trustees Meeting
September 12, 2016, 5:00 p.m.
Henderson County Campus
Patton Building, Room 150

The Board of Trustees of Blue Ridge Community College met on Monday, September 12, 2016, at 5:00 p.m. on the Henderson County Campus, Patton Building, Room 150.

The following members were present:

John McCormick	Chip Gould	Bill Ramsey
Patricia Jones	Mark Morse	Betty Gash
Jeremy Gibbs	Andrew Riddle	Kohlan Flynn
Kelly Leonard	Josh Hallingse	Elizabeth Mallard

The following members were excused:

Duke Woodhull	Andrew Tate	Dee Dee Perkins
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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
Donny Hunter, NCACCT	Andrew Mundhenk, Times News	

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, Kelly Leonard made a motion to approve the agenda as presented. It was seconded by Betty Gash and passed without dissent.

Oath of Office

Chairman McCormick informed Trustees that Andrew Tate had been reappointed to our Board of Trustees by the Henderson County Board of Commissioners for another four year term. Andrew received his oath of office by the Henderson County Clerk of Court prior to this meeting.

Presidential Search Process Presentation

Chairman McCormick introduced Dr. Donny Hunter, President of the North Carolina Association of Community College Trustees. Dr. Hunter provide information to Trustees regarding the presidential search process and distributed a sample president's search calendar.

Dr. Hunter gave a brief summary of the following:

- Good opportunity to look at the traits and characteristics needed for a president
- Board's role to select the next president, which is then subject to the approval of the State Board of Community Colleges
- There are no updated NCCCS presidential search guides available. The only guide available was drafted before 2007.
- Board has the authority to work with the College's internal HR department or hire an external consulting group.
- Advantages of using an external group – professional will help to guide the Board through the processes, which have changed – most searches are done with a consultant – have experience that can be beneficial in search process
- Disadvantages of using an external group – cost associated with hiring a consultant – however there is also cost associated with using internal department such as dedicated staff hours
- Should seek multiple proposals if hiring a consultant – the NCACCT does offer this service, but suggest that the Board seek several proposals and analyze which firm fits best

All questions were addressed. Dr. Hunter thanked the Board for the opportunity to make this presentation and encouraged Trustees to email him if they have any questions.

Chairman McCormick asked Chad Donnahoo to briefly present their involvement regarding presidential searches.

Chairman McCormick suggested that the Board should try to have a Presidential Search Committee in place by December and determine whether to use an internal or external source.

Minutes Approval

Chairman McCormick informed Trustees that the minutes from the July 11, 2016, regular session had been posted to the Board web site and the July 11, 2016 closed session minutes were mailed to Board Members. Bill Ramsey made a motion to approve the regular and closed session minutes; it was seconded by Mark Morse 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:

- The College has contracted with Allison Development Group to assist the College with their marketing efforts. The College participated in a marketing boot camp conducted by Allison group. The purpose of the camp was to review and refine the College's strategies and develop a framework for future marketing. The summary of this report has been posted to the trustee's website. The implementation plan includes revision of the overall messaging and branding, website update and social media plan, event and relationship marketing, and evaluation of media buys and placement.
- At the July board meeting, Trustees were informed of the new training opportunity that has developed as a result of GF Linamar's announcement to locate in Mills River, NC. --The Southeastern Advanced Molding Technology Education Center. --SAMTEC. This center will be the only holistic, high pressure die casting and mold training center east of Illinois and the only training center of its kind at on a community college campus. The Center will be located on Blue Ridge Community College Henderson County Campus in the Spearman Building. Blue Ridge Community College recently received an Economic Catalyst grant of \$550,000 from Golden LEAF Foundation for the purchase of equipment to support SAMTEC and training for GF Linamar. GF Linamar, Buhler and ABB will also donate equipment for SAMTEC valued at more than \$768,000. While designed to meet the training needs of GF Linamar, SAMTEC will also be able to support the training needs of other area companies with plastic injection molding and extrusion processes. These companies include Elkamet Inc., B.I.G. Adventures, Continental Automotive Systems, Meritor Inc., Raumedic, and Lasso Pappas. In order to meet GF Linamar's training schedule, the College has had to relocate some of its current instructional program and consolidate some other areas. A full report related to the retrofitting of the Spearman building was presented to the Facilities Committee.
- A summary of fall enrollment has been posted to the Trustee's website. The College has experienced an increase in enrollment and FTE for fall term primarily due to the increased enrollment of high school students taking advantage of the Career and College Promise program. A more detailed breakdown of enrollment by major including a two year comparison shows areas that the College is experiencing increases and declines in enrollment. Programs that continue to have low enrollment continue to be monitored.

- The 2015-2016 Small Business Center Annual Report was shared with Trustees. This report summarizes the efforts of the SBC over the past year with comparisons to previous years measuring success rate and number of viable small businesses that received services through the center. For 2015-16, the College assisted 41 start-ups of new companies with 72 jobs created.
- The Innovative High School capital project is moving forward. The groundbreaking ceremony is scheduled for Wednesday, September 28 at 10 a.m. Foundation directors and community ambassadors along with faculty and staff and students will be invited. Trustees were asked to mark their calendars for this event.
- Trustees were invited to attend the upcoming Professional Development Institute event. The breakfast event on September 20 will feature John Loyack, Vice President of the Economic Development Partnership of NC and Lew Ebert, NC Chamber President and CEO.

Educational Foundation Report

Ann Green, Executive Director, reported that Carter, P.C., has completed their audit of the financial statements of the Foundation for 2015-2016 and has expressed an unmodified (clean) audit opinion.

Ms. Green stated that the Educational Foundation Board has approved its budget for the academic year. For 2016-17, more than 267 Blue Ridge Community College Educational Foundation scholarships valued at \$437,359.31 are available for curriculum students and \$8,611.54 for continuing education students. In addition to providing financial assistance to students through scholarships, a work-study program, and emergency grants and loans, the allocations focus on classroom equipment purchases and sponsoring faculty and staff professional development for a total budget of \$924,621.90.

Mr. Green informed Trustee of the following major gifts to the Foundation.

- Ray and Judy McKenzie-Wilson contributed \$15,000 designated for the Carol McKenzie-Wilson Scholarship Endowment Fund, which is awarded to engineering students.
- The Transylvania County Campus has received an in-kind gift of 6,738 tool and supply items for the Automotive Systems Technology program. This gift is from Advance Auto Parts and is valued at \$35,108.23.
- Carolina BG has contributed transmission, power steering, and brake fluid flush machines. This gift has a combined value of \$5,564 and will be used in the Automotive Systems Technology program.

Ms. Green stated that through September 30, nominations are being accepted online for the following BRCC faculty and staff awards:

Dr. Eliza B. Graue Extra Mile Award
 Dr. and Mrs. William D. Killian Outstanding Teacher Award
 Dr. Molly A. Parkhill Staff Person of the Year Award
 Dr. David W. Sink Jr. Community Service Award

All of the award recipients will be presented a monetary gift at the College Faculty and Staff Holiday Party on Friday, December 9, 2016, and announced at the December 16, 2016, graduation ceremonies.

The 2016-17 Faculty and Staff Giving Campaign will be co-chaired by English Instructor Ben Hardy and Pay It Forward Endowed Chair, Lead Engineering Technology Instructor Sharon Suess. This year's Campaign will kick off at the Faculty and Staff Campus Information Session on Wednesday, September 14, 2016, and will conclude on September 30.

Ms. Green informed Trustees that the College has chosen Pat Shepherd, choreographer/dance instructor, as the Arida Arts Symposium 2016 guest artist. A Celebration of Dance will be held on Friday, October 21, 2016, at Blue Ridge Community College. The Symposium is funded by the Gamil T. Arida Endowment Fund through Blue Ridge Community College Educational Foundation.

Student Government Association Report

Elizabeth Mallard, SGA President reported the SGA 2016-2017 Budget was reviewed by the finance and investment committee and will be presented with their recommendations for approval.

Ms. Mallard presented highlights from the SGA report that was posted to the Board website.

Curriculum Committee

Committee Chair, Bill Ramsey reported the Curriculum Committee met on July 19, 2016. Mr. Ramsey stated the Curriculum Committee received an update on proposed programs including the Food Service program which college administration is collecting employer data on and hope to be able to start this program by fall 2018.

Mr. Ramsey briefly reviewed with Trustees the low and declining enrollment programs. Mr. Ramsey stated based on a recommendation from the College Administration the Curriculum Committee requests approval for suspension of the Fine Arts Music Program with a two-year teach out process. Dr. Parkhill informed Trustees if approved this would be effective fall of 2017, and the College would continue to offer Music Appreciation courses as part of the community college-university articulation agreement. After discussion and all questions were answered, the Committee recommendation was approved unanimously.

Mr. Ramsey also provide information on some of the summer camps offered by the College which offers excellent opportunity for future high school students to experience programs offered by the College.

Mr. Ramsey mentioned that the College provided a very successful informational booth at the Apple Festival and will also be setting up a booth at the Mountain State Fair this week.

Facilities and Finance & Investment Committees Joint Meeting

Facilities Committee Chair, Chip Gould stated the Facilities and Finance Committees met jointly on August 30, 2016. A review of 2016-17 capital projects was presented which included carry forward projects. Mr. Gould provided details on the new storage building that will be constructed adjacent to the Bullington Greenhouse which will provide space for the Horticulture program. Mr. Gould informed Trustees that President Parkhill had received an email from the property owner of land that is adjacent to the college who is interested in selling the property to the College. A map of the property which is located behind the Fire Training Center on College Drive was provided to Board Members. Mr. Gould stated that the approximate 5.3 acres is along the creek with the majority of the property in a flood plain. The property owners have indicated that they wish to sell this property. The Committee has asked President Parkhill to contact the property owner to determine the price for the property and if they would be willing to donate the property to the College and report back to Trustees.

Mr. Gould stated that the Innovative High School ground breaking ceremony is scheduled for September 28. All Board Members are encouraged to attend.

Mr. Gould informed the Board that President Parkhill met with county officials regarding a possible location on the Henderson County Campus for the new Law Enforcement Training Center. Three possible sites were identified and a map was provided highlighting the proposed locations. The three locations identified were as follows: 1st Choice – Baseball Field, 2nd Choice – Field located behind the Innovative High School, 3rd Choice – Original POPAT location near the Fire Training Center. Mr. Gould stated that the Committee recommends the 1st and 3rd choices for the location of the new Law Enforcement Training Center on the Henderson County Campus. After discussion and all questions were addressed the committee recommendation was approved without dissent.

Mr. Gould asked Chad Merrill to provide Trustees with an update on the SAMTEC project renovations. Dr. Merrill provided details on the renovations needed in the Spearman Building to accommodate the retrofitting of the specialized equipment for SAMTEC. President Parkhill described the funding sources to be used and stated there are funds available in the College's capital reserve earmarked for Advanced Manufacturing for this project. Dr. Parkhill stated in order to accommodate the large equipment, we have temporarily relocated the Collision Repair program to a smaller space in the Spearman Building. The College originally had planned to expand this space for customized training using bond funds. Because the scope of this bond project has changed, the administration is requesting a revision to the 2016-2017 Bond Priorities "Customized Training" capital project. President Parkhill informed Trustees that this revision would not change the dollar amount but only modify the purpose to include additional space for our Collision Repair program. Mr. Gould stated the Committee recommends the approval of the Bond Priorities revision as presented. After discussion and all questions were addressed, the Committee recommendation was approved unanimously.

President Parkhill informed Trustees the College had received several proposals from architectural firms for both the Spearman Building Addition and Sink Building Renovation projects. The proposals will be in the business office on the Henderson County Campus for Trustees to review and rank based on North Carolina Community College System criteria. Dr. Parkhill stated the Board may select one architect for both projects if they so desire. The Board will need to hold a

special call meeting to approve the architect(s). The State Construction Office will then negotiate the price for the construction projects.

Finance and Investment Committee Chair, Kohlan Flynn reviewed with Trustees the 2016-2017 revision to the Henderson County Budget, which included additional legal fees associated with lease agreements and a new IT position for the new Health Sciences Center. Dr. Flynn stated that the Committee recommends approval of the 2016-2017 Henderson County Budget revisions as presented. After discussion and all questions were addressed, the Committee recommendation was approved unanimously.

Kohlan Flynn informed Trustees that the 2016 Appropriations Act provided approximately \$17 million in recurring funds to support recurring salary increases for community college employees. This amount equates to a 1.5% across-the-board salary increase. The 2016 Appropriations Act also provided \$17 million in non-recurring funds to support bonuses for community college employees. This equates to a 1.5% non-recurring bonus.

Dr. Flynn stated that community colleges were granted the flexibility to use both the recurring and non-recurring funds to provide salary increases through one or more of the following methods: merit-based adjustments, across-the-board adjustments, recruitment bonuses, retention adjustments, and other adjustments authorized by local policy. Dr. Flynn stated the Committee recommends that these funds be used to provide an across the board 1.5% increase and a 1.5% on-time bonus to employees. After discussion and all questions were addressed, the committee recommendation was approved unanimously.

Dr. Flynn also presented the 2016-2017 College Budget which reflects an increase from last year due to the state salary increases and bond priorities. President Parkhill stated the budget resolution also provided the authority to the President to modify the budget as outlined in GS 115D-58(c), to transfer unrestricted funds for purposes considered necessary, and to transfer profits from vending to the President's Discretionary Account. The Committee recommends approval of the 2016-2017 College Budget as presented. After all questions were addressed, the Committee recommendation was approved without dissent.

Dr. Flynn presented the 2016-2017 SGA Budget to Trustees and stated the Committee recommends approval of the SGA Budget as presented. After discussion and all questions were addressed, the Committee recommendation passed without dissent.

Old Business

No old business

Approval of Health Sciences Education Center – Memorandum of Understanding

President Parkhill reviewed the Memorandum of Understanding between the County of Henderson and the BRCC Board of Trustees regarding the Health Science Education Center. Dr. Parkhill stated that the College's Attorney, Chad Donnahoo worked with the County's attorney to draft this mutual agreement. After discussion and all questions were addressed Kelly Leonard made a motion

to approve the Memorandum of Understanding as presented. It was seconded by Chip Gould and passed unanimously.

Approval of Policy Changes

President Parkhill stated that in regard to the changes recommended for Policy 2.9 College Records, the North Carolina General Statutes provides directive to community colleges regarding the retention and disposition of public records. Such records may not be destroyed without the consent of the Department of Natural and Cultural Resources (DNCR) no matter how insignificant or the College can adopt the "Records Retention and disposition Schedule" which serves as the inventory and schedule that the State Archives of North Carolina has provided. In July 2016, the North Carolina Community College System signed an agreement with DNCR to adopt the revised schedule and has encouraged community colleges to similarly adopt the schedule and establish policies that set minimum retention periods for records that the State Archives has scheduled with the disposition instruction "destroy in office when reference value ends." In order to simplify this policy, the College is recommending 2 years as the length of time that the College would retain these records.

Dr. Parkhill referenced Policy 2.14.3 Use of College Facilities by Business and Industry and stated that in regard to the donation and/or use of college equipment by business and industry it is recommended that this policy be changed to reflect a formal agreement be adopted between the college and business partner.

President Parkhill informed Trustees regarding Policy 4.1 Admissions that the College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individual. The purpose of the safety exception to the open door policy is to give community colleges the ability to provide a method of protection to their campuses from safety threats while simultaneously protecting the integrity of the "open door" philosophy. To have authority to deny admissions to an applicant who poses a safety threat, the Board of Trustees must adopt a local policy consistent with State Code.

Dr. Parkhill also addressed Policies 4.15.1 Code of Student Conduct and 4.15.2 Discrimination, Harassment and Sexual-based violence. The college recently revised its code of student conduct to comply with Title IX regulations and OCR guidance letters relative to sexual violence/harassment but also ensure that students' first amendment rights are provided. Chad Donahoo provided a more detail review of these policies and addressed all questions.

After discussion and all questions were addressed, Mark Morse made a motion to approve all policy changes as presented. It was seconded by Betty Gash and passed without dissent.

Presidential Search process

Chairman McCormick stated that the Board should be prepared to start the presidential search process by the November board meeting. Discussion arose concerning the use of internal or external search firms. There was also discussion on a profile for the next president and composition of the search committee. After all discussion and questions were addressed it was suggested that a special call meeting be scheduled to further discuss the presidential search as well

as to approve the architect(s) for the Spearman Building Addition and Sink Building Renovation bond projects.

Review of New Employee

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

Review of US Department of Education Audit Report

Chairman McCormick informed Trustees that the US Department of Education Audit report was posted to the Board Website and showed no exceptions.

Review of NC Department of Justice Audit Report

Chairman McCormick stated that the NC Department of Justice Audit report was posted to the Board Website for review prior to the meeting and showed no exceptions.

Review of Mountain Area WDB Audits

Chairman McCormick informed the Board that the Mountain Area Workforce Development Board Programmatic Audit reports for both the Henderson and Transylvania County Campuses were posted to the Board Website. No Exceptions were noted.

Review of 2016 Performance Measures for Student Success

President Parkhill stated that for the 2016-17 year, \$24 million has been allocated to community colleges based on their performance of the following six measures:

1. Success rate in college level English courses
2. Success rate in college level Math courses
3. Progress of first-year curriculum students
4. Curriculum student retention and graduation
5. Attainment of licensure and certification exams
6. Performance of students who transferred to four-year institutions

Dr. Parkhill said additionally, a portion of the basic skills block grant is allocated based on college performance on the two measures – progress of basic skills student and high school equivalency/adult high school diploma attainment. Blue Ridge has shown improvement in one of the performance measures-first year progression (ranked second highest in the state) and ranked 3rd highest in transfer student's performance. However, the College did drop in student retention and graduation rates. All questions were addressed.

Review of 2016-2017 Board Committee Appointments

Chairman McCormick informed Trustees that the 2016-2017 Board Committee Appointments were posted to the Board Website. If any Board Members have questions regarding the committee appointments, they are encouraged to contact Chairman McCormick.

NCACCT

Chairman McCormick provided a brief update on the North Carolina Association of Community College Trustees Leadership Conference that he along with Andrew Tate and President Parkhill attended.

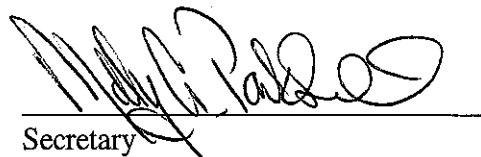
Closed Session

Kohlman Flynn 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 Chip Gould and passed unanimously.

Return to Open Session - Comments by the Board Members

There being no further business, Kelly Leonard made a motion to adjourn the meeting. It was seconded by Betty Gash and passed unanimously.


Chairman


Secretary