

**Blue Ridge Community College**  
**Board of Trustees Meeting**

January 8, 2018, 5:00 p.m.  
Henderson County Campus  
Patton Building, Room 150

The Board of Trustees of Blue Ridge Community College met on Monday, January 8, 2018, at 5:00 p.m. on the Henderson County Campus, in the Patton Building, Room 150.

The following members were present:

Betty Gash	Maxwell George	Jeremy Gibbs
John B. Gould	Josh Hallingse	Patricia Jones
Nathan Kennedy	Kelly Leonard	John McCormick, Jr.
Mark Morse	Bill Ramsey	Kathy Revis
Andrew Riddle	Susan Robinson	Duke Woodhull

The following members were excused:

All were present

Others present:

Kathy Allen	Kirsten Bunch	Chad Donnahoo
Kirbey Farley	Ann Green	Lee Anna Haney
Peter Hemans	Jan King (HCPS)	Laura Leatherwood
Glenda McCarson	Chad Merrill	Tammy Pryor
Julie Thompson	Steve Young	

Chairman Gould called the meeting to order at 5:02 p.m. and welcomed all Trustees and guests.

**Ethics Statement**

Chairman Gould read the following Ethics Statement:

Board Members, Madam President, 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.

**Introduction of New Trustee**

Chairman Gould informed the Trustees that Nathan Kennedy was appointed to the Blue Ridge Community College Board of Trustees by the Henderson County Commissioners on December 4,

2017. Mr. Gould further stated that Mr. Kennedy filed his Statement of Economic Interest with the North Carolina Ethics Commission on December 18, 2017, and executed his oath of office with the Henderson County Clerk of Court on January 4, 2018.

All Trustees introduced themselves to Mr. Kennedy and welcomed him to the Board.

### **Change to Agenda**

Chairman Gould informed Trustees that agenda item VI (College Reports) would be moved to the beginning of the meeting to allow guests present for the report on "Partnership with Public Schools" the opportunity to excuse themselves from the remainder of the meeting, if they so choose.

### **Approval of Agenda**

Jeremy Gibbs made a motion to approve the agenda. The motion was seconded by Betty Gash and passed without dissent.

### **Approval of Consent Agenda**

Chairman Gould reviewed the following Consent Agenda and asked if there were any items that need to be moved to the regular business agenda. There being none, Mr. Gould noted that policy 1.12 contained a minor typo in letter A to be corrected as follows: "The Trustees hereby delegate its authority to elect or employee employ College personnel to the President."

- Approval of Minutes – November 13, 2017 regular session
- Approval of Minutes – November 20, 2017 special called session
- Approval of Policies:
  - 3.22 Employee Awards
  - 6.13 Academic Governance
  - 1.12 Board of Trustees Powers and Duties
- Review Level Two Instructional Service Agreement with Cleveland Community College
- Review of Federal Compliance Report for Financial Aid
- Review of Requests for Use of Alcohol at Special Events
- Review of New Employees

With all questions answered, Kelly Leonard made a motion to approve the Consent Agenda. It was seconded by Mark Morse and passed unanimously.

### **President's Report**

President Leatherwood approached the podium, expressed her appreciation to the Trustees for their commitment to the College and noted that a copy of the President's Report was posted to the Board website for their review. Dr. Leatherwood encouraged Board members to contact her if they had any questions regarding the report. The full report is made a part of these minutes.

Next, President Leatherwood reviewed some College highlights since the last Board meeting including:

- Update on Fall 2017 Curriculum Graduation and Other Credentials Earned by Students
- Spring 2018 Enrollment Update
  - Current 3% increase in FTE; the numbers are fluid until the semester has ended
  - Increase attributed to cross-campus efforts of Marketing, Student Services and faculty interaction with students
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Accreditation Update

After pausing for discussion and questions, President Leatherwood shared some specific target areas for spring 2018:

- Student Success: strong emphasis on retaining students and student completion
- Marketing: enrollment push for summer and fall
- Business and Industry: continue to strengthen relationships
- Budget: requests to Henderson and Transylvania Counties; State budget planning
- Facilities: completion of more construction projects
- Legislative agenda: meetings with legislators to articulate the needs of the Community College System and BRCC
- Fundraising: develop and implement a fundraising plan with the Foundation

### **Partnership with Public Schools**

President Leatherwood asked the Trustees to reference the “Building strong partnerships” handout provided at the start of the meeting. She recognized Associate Superintendent of Henderson County Public Schools Dr. Jan King and Trustee Dr. Jeremy Gibbs of Transylvania County Schools and thanked them for their partnership and support of the College. She then invited BRCC Career Coach for Henderson County Public Schools Kirbey Farley to the podium to share details of the Career and College Promise initiatives underway in both Henderson and Transylvania Counties. Ms. Farley answered all related questions before returning to her seat.

### **Educational Foundation Report**

Educational Foundation Executive Director Ann Green reported total Foundation support and revenue and assets at December 31, 2017. She further reported investment returns for the last twelve months and the trailing five years, respectively. Ms. Green reported on all major gifts received since the last Board meeting as detailed in the President’s Report that was posted to the Board website, and two other gifts received in January.

Ms. Green also noted that the 2017-18 Trustees and Directors Giving Campaign had reached 100% participation, and provided an update on the 2017-18 Faculty and Staff Giving Campaign.

Ms. Green finalized her report by mentioning that the 2018-19 Scholarship Application Forms are available online with a priority filing date of April 15.

### **Student Government Association Report**

SGA President Maxwell George provided an update including:

- SGA participated in both the Downtown Brevard and Hendersonville Holiday parades in December
- Several student activities were held that focused on fun and relaxation in order to ease exam pressures
- HCC SGA held a community indoor yard sale with table rental proceeds benefitting Henderson County United Way
- Upcoming activities include:
  - Instagram Contest
  - Operation Health Sciences Game Day
  - Blood drive at the Health Sciences Center

In addition, Mr. George reported an increase in student participation and interest in SGA. All questions were answered.

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

Facilities Committee Chair Duke Woodhull informed Trustees that the Committee met jointly with the Finance and Investment Committee on December 18. Mr. Woodhull reported on progress made on Capital Projects and Major Capital Projects. Mr. Woodhull commended Dr. Chad Merrill and Mr. Peter Hemans for their astute management of projects and the prudent use of funds. Updated Facilities Condition and Assessment Program (FCAP) reports for both campuses were reviewed at the Committee meeting and were posted to the Trustee's webpage for further analysis. All questions were answered.

Finance and Investment Committee Chair Kelly Leonard informed the Trustees that financial statements for the period ending November 30, 2017, were reviewed at the Committee meeting on December 18. He reported that as of November 30, 2017, the operating budget for Henderson County is running a deficit due to specific expenses earlier in the year, several large utility bills during the months of October and November and some unexpected repairs to HVAC equipment. A total deficit of approximately \$200,000 is projected by the end of the fiscal year on June 30, 2018. Mr. Leonard stated that the Finance and Investment Committee voted to use county reserve funds included in the Short Term Investment Funds (STIF) account to cover the expected deficit and to balance the Henderson County operating budget for the remainder of the 2017-18 fiscal year, and that the Committee is seeking the approval of the Board to move forward with the action. After discussion, a motion came from the Committee to approve the action. All Trustees approved; there was no opposition.

Mr. Leonard then reviewed the "Approved Specific and Live Project Fees 2018-2019" listings for Curriculum and Continuing Education. Mr. Leonard stated that the fees requested are comparable

to fees charged by other community colleges and should result in stabilization of fees going forward for the next few years. Mr. Leonard stated that the Finance and Investment Committee voted to approve the 2018-19 Specific Fees and Live Projects for Curriculum and Continuing Education and are seeking Board approval of the action. After discussion, a motion came from the Committee to approve the action. All Trustees approved; there was no opposition.

Next, Mr. Leonard provided the Board with an update on the financial audit and discussed preliminary results shared by the auditors. All questions were addressed.

Lastly, Mr. Leonard shared that the College had recently received word that the Office of the State Controller classified Blue Ridge Community College as "Not Subject To" with a "Green Risk Level" for successfully completing and uploading the EAGLE documents in 2017. Still, the College plans to continue to perform an annual assessment of internal control over financial reporting and compliance. With no questions forthcoming, Chairman Gould recognized Bill Ramsey for the Curriculum Committee report.

### **Curriculum Committee**

Mr. Ramsey called attention to the minutes of the Curriculum Committee meeting held on December 11, 2017. He asked whether any members of the Committee recommended any changes to the minutes as presented. In response, a motion was made by Jeremy Gibbs, seconded by Mark Morse, to approve the minutes of the December 11, 2017, Curriculum Committee meeting. There was no opposition from other members of the Committee.

Mr. Ramsey invited Ms. Kathy Allen and Ms. Julie Thompson to the podium to aid him in a 2017 review of Curriculum and Continuing Education programs and the proposed changes for 2018-19. Program review summary reports for Curriculum and Continuing Education were posted to the Trustee's website for analysis prior to the meeting with proposed changes including the addition of five new certificates:

- Accounting & Finance Bookkeeping Certificate
- Community Spanish Interpreter
- Computer-Integrated Machining
- Emergency Medical Science
- Nurse Aide

Note: the Collision Repair program was to be suspended for fall semester 2018 due to construction of new facilities. However, space was identified to house the program for fall 2018, thereby negating the need to temporarily suspend the program.

After discussion, a motion came from the Committee to approve the proposed changes for 2018-19. All Trustees approved; there was no opposition.

### **Old Business**

No old business.

### **New Business**

Chairman Gould focused attention to the approval of the Memorandum of Understanding (MOU) with Henderson County Public Schools Career and College Promise. After discussion ended, the MOU was approved without opposition.

Chairman Gould then focused attention to the approval of the Memorandums of Understanding (MOU) with Henderson and Transylvania Counties NCWorks Career Centers. After discussion and with all questions answered, the two Memorandums were approved without opposition.

Next, Chairman Gould focused attention to the approval of the Resolution for Blue Ridge Innovation Network Lease. After discussion and all questions were answered, the resolution was approved without opposition.

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

Trustees were reminded that 2018 SEI Forms must be completed before April 15, 2018, and were asked to save the dates of October 30 and October 31 as possible dates for the SACSCOC Board interview.

Mr. Ramsey added reminders of the Faculty and Staff Awards presentation on Wednesday, January 10 and Brenda Conner's retirement reception on Friday, January 12.

### **Adjournment**

With all discussion ended and there being no further business, the meeting was adjourned at 6:31 p.m.

Approved by: John B. "Chip" Gould, Chairman  
Approved by: Laura B. Leatherwood, Secretary