

**Haywood Community College  
Board of Trustees  
Minutes**

**March 13, 2007**

The Haywood Community College Board of Trustees held its regular meeting on Tuesday, March 13, 2007 at 4:00 p.m. in the Board Room of the Administration Building. The following persons were present:

**TRUSTEES**

Charles Boyd  
Mark Bumgarner  
Neal Ensley, Chair  
Ellene Francis  
Debbie Hyatt  
Rolf Kaufman  
Larry Leatherwood  
Peggy Melville  
Terry Rogers  
Steve Sorrells  
Charles Starnes  
Jim Stevens  
Heather Wines, SGA President

**STAFF**

Debbie Davis  
Karen Denney  
Janice Gilliam  
Teresa Melton  
Bill Rhodarmer  
George Rolland  
Debbie Trull

**VISITORS**

Peggy Manning, Enterprise/  
Mountaineer

Rose Johnson, President

Chairman Ensley called the meeting to order and determined that a quorum was present. He read the Ethics Statement, which is to be read at the beginning of all future Board of Trustees meetings. A copy of this statement is on file with the minutes of this meeting. Mr. Bumgarner gave the invocation.

Chairman Ensley stated that the minutes of the February meeting were mailed for review. **Mr. Sorrells made the motion to approve the minutes as mailed. Mr. Boyd seconded the motion and the Board unanimously approved.**

**Report of SGA – Heather Wines Reporting**

A copy of the SGA report is on file with the minutes of this meeting. Ms. Wines also brought a copy of the Scrapbook which won either 2<sup>nd</sup> or 3<sup>rd</sup> place at the N4CSGA Conference.

## **Report of NCACCT – Larry Leatherwood Reporting**

### Summary of Comments

Dr. Leatherwood returned today from the NCACCT Law Conference. There were 53 of 58 community colleges represented at the meeting. An item that came up in the Board meeting was Linda Stanley, Board of Trustees member at Brunswick Community College is the Chair Elect for the national community college trustees association. She will take the gavel in hand in San Diego in the late summer/fall. It is the responsibility of the Chair Elect to sponsor an opening reception. These receptions run \$10,000-\$15,000 and her college is a very small college. Therefore, she is going to write a letter to solicit help or give Trustees the opportunity to help her college underwrite the sponsorship. The request will be for approximately \$200. No action is needed now, but the letter will come through in the near future.

As reported previously, Helen Dowdy, Executive Director NCACCT, is retiring at the end of June. They have received 10 applicants for the job. The Search Committee is going to evaluate and reduce to five applicants. They will then interview two of those five and make a recommendation, which will be approved at the annual meeting on June 14-15.

Dr. Leatherwood distributed a copy of Senate Bill 449 – Term Limit for Community College Trustees. Senator Tom Apodaca from Henderson County sponsored the bill. This is an addition to a law in the General Statutes. The statement that Trustees need to discuss is part C in the bill that has been underlined. The addition states that effective July 1, 2007 that any person who has served two full four-year terms in succession will be ineligible to serve a third term without sitting out a year. Some discussion took place, with a consensus that the decision should lie with the appointing parties. The bill has gone to committee, but hasn't been passed. It is the bias of the NCACCT Board for individual Board's to pass a resolution against the bill. More discussion took place.

Chairman Ensley asked if the Board had any action concerning the issue. Mr. Sorrells said he felt the appointing agencies should be made aware of this bill. It was discussed that our two county appointing agencies already had a limit. Mr. Sorrells made a motion to support the authority of the appointment agencies regardless of what it is and this is not a matter of state legislature. The state law gave these agencies the authority to appoint these positions and they ought to let them do it. The motion was seconded by Mr. Starnes. Chairman Ensley clarified that the motion is to write a letter stating the motion from Mr. Sorrells. Mr. Sorrells agreed. Mr. Bumgarner wanted to know if our Representatives should receive a letter. Trustees agreed yes that Representatives should receive a copy of the letter, along with the appointing agencies. The Board unanimously approved. It was decided that a copy of the bill would be attached to the letter.

Dr. Leatherwood read a letter that he had prepared on behalf of the Board. A copy of the letter is attached to the minutes of this letter.

Ms. Melton wanted some clarification on the letter, it stated that the Board of Trustees unanimously adopted a resolution in opposition of the addition to the bill. After some discussion it was determined that resolution would be removed and replaced by a unanimous vote to oppose.

Dr. Leatherwood wanted to make sure everyone received the handout for the Ethics Training.

He also reminded everyone that their Statement of Economic Interest forms are due by March 15.

After further discussion, the Board decided to remove the motion on the table to send a letter stating the opinion of the Board at this time regarding the bill to limit the term of service of Board members.

Mr. Sorrells wanted some clarification that the letter being sent was the same as a resolution. Dr. Johnson remarked that it is not the same as a resolution and that everyone agreed to remove resolution from the letter. Mr. Sorrells wanted to know if a resolution stated the position of the Board. Dr. Johnson responded that a letter was also a statement of position. Dr. Johnson put forward for awareness that we will be asking the Senate to vote on the ½ cent sales tax and we must be careful that this doesn't put the College in a position for someone to not support ½ cent sales tax. Dr. Johnson stated that Representative Rapp and Senator Queen agree that this is a sensitive bill and this is why Dr. Johnson brought forward the timing of this letter. Mr. Starnes stated that in his opinion and he would make a motion if necessary, that the Trustees should give Dr. Johnson the right to mail the letter whenever she deems necessary. Mr. Boyd seconded the motion. Chairman Ensley wanted to know if this was in the form of a motion. Mr. Starnes stated if that is needed. More discussion took place. Dr. Leatherwood stated that he didn't want to jeopardize the chance of getting dollars into the campus for construction, therefore he presented a couple of recommendations. The first would be to sit on the letter until such time as to see what happens with the bill in committee. The second would be that maybe the passing of the ½ cent sales tax issue would be resolved prior to any consideration of this legislation. He remarked that there may be several other community colleges that feel stronger about this Senate Bill 449 than HCC Trustees do. Chairman Ensley stated that if we kill the motion on the table that Trustees could rethink how best to handle this situation. He stated he feels it unfair to place this burden on the President, Trustees should do that. Mr. Starnes withdrew his motion and the second was withdrawn.

**Mr. Sorrells made a motion that sending the letter be tabled until the next meeting. The motion was seconded by Ms. Francis. The Board unanimously approved.**

### **Report of Strategic Planning Team – Mark Bumgarner Reporting**

#### Summary of Comments

A copy of the agenda for February 26, 2007 was included in today's packet and will be on file with the minutes of this meeting. Mr. Bumgarner went over each item on the agenda to give Trustees an update from the last meeting.

### **Report of Committee on Educational and Student Affairs – Larry Leatherwood Reporting**

#### For Action

Dr. Leatherwood informed Trustees that there were two items that needed action today. The first item is a request for discontinuance of the late fee charge to students that register after the registration deadline. An explanation of the request is included in today's packet and will be included in the minutes of this meeting. **Mr. Bumgarner made a motion to approve the discontinuance of the late fee charge. The motion was seconded by Ms. Francis and the Board unanimously approved.**

Dr. Leatherwood stated that the second item for action is a request to change the parking fee name to parking/distance learning fee. He reported that currently distance learning students have to pay the fee named parking fee. There is some disagreement by the students that they should not pay this fee because they do not park on campus. There is no way to exclude these students from paying this fee when they are registered. This fee could also be used for distance learning student needs if changed. The fee is \$3.00. Some discussion took place. **Ms. Melville made the motion to change the name to parking/distance learning fee. The motion was seconded by Mr. Bumgarner and unanimously approved.**

For Information

Dr. Leatherwood reported that a letter was included in today's packet from the System Office stating that there were no audit exceptions or areas of concern identified for the classes and programs reviewed at the College. He commended the staff and faculty for their excellent work. Dr. Johnson informed Trustees that this is what builds our state FTE budget. If the College doesn't have a clean audit, monies may have to be repaid.

**Report of Committee on Finance – Mark Bumgarner Reporting**

For Information

Mr. Bumgarner reported that the Committee on Finance met and reviewed the Preliminary County Budget. There were no action items to present. He reported that there are two budgets, the operation budget and a capital expenditure budget. The committee reviewed the preliminary operating budget and it indicated there would be an increase over the previous year. The budgeted amount for the FY 2006-07 was \$1,913,471 that included items such as full-time and part-time salaries and other costs such as supplies, security, utilities, insurances, and professional development. There were several items included in this year's budget for extra utilities, insurances and a custodian position all for the Child Development Center. Also, additional monies were included for the bandwidth. There was about a 7.8% increase over the current fiscal year. The Committee was provided a detailed list of the current capital needs which totaled about \$2.8 million for capital expenditures. This amount included monies to replace the roof on the General Education building for about \$300,000, replacing carpeting, heating and air conditioning units to list just a few items on the list. This list was provided to the County Commissioners at the joint meeting.

**Report of the Committee on Personnel – Charles Starnes Reporting**

For Action

Mr. Starnes informed Trustees that the proposed Electronic Signature Policy was tabled at the last meeting. **He made a motion that the Committee on Personnel would like to approve putting this policy into effect. The motion was seconded by Ms. Melville and the Board unanimously approved.**

For Information

A report of personnel is included in today's packet. There are no full-time employees to ratify.

The Presidential Evaluation instrument was distributed at the last meeting. Trustees were asked to review the instrument and made any suggestions or comments. If there are no suggestions, Mr. Starnes suggested that the Board use this instrument for the evaluation process.

Dr. Johnson gave a review of the process, which was distributed at the last meeting. A copy of this review will be on file with the minutes of this meeting. Mr. Starnes asked for any opinions on the instrument. Chairman Ensley responded that it was much better than what has been used in the past. Mr. Starnes suggested that all information provided by the President be read carefully before filling out the evaluation. Some discussion took place and it was suggested that if there is any rating of a “no” an explanation or comment should be provided or a method of improving the “no”. Dr. Johnson remarked also that if someone responds “yes”, but has room for improvement, to please provide comments.

### **Report from the President**

#### For Information

Dr. Johnson reported that the March Executive Summary was included in today’s packet. She highlighted some bullet points throughout the report. Dr. Johnson requested a moment of silence in the passing of a student at HCC. This silence was observed by Trustees. Some additional information was provided regarding the student. An enrollment update was given and Dr. Leatherwood drew everyone’s attention to the bullet point stated that there were 83% of students enrolled in Vocational/Technical Programs. One bullet point reviewed the Preliminary Budget meetings that would take place with the Administrative Council. Also, during a discussion of one of the bullet points, it was recommended that Dr. Doris Hipps be invited to give an update on Early College at the next meeting. It was also decided that some detailed information would be provided for the Pulp & Paper Technology Program.

Dr. Johnson informed Trustees that a Tobacco Free Policy was being brought forward today. She provided Trustees with some background information. As an organization, the College has a responsibility for the health of everyone. Recently, there have been multiple articles in the newspapers and college publications about campuses and different organizations going smoke free and/or tobacco free. As a result of that I have had a student personally contact me and referenced the article where A-B Tech went smoke free and complained about walking through smoke everyday. The student wanted to know why HCC wasn’t doing something. This created a greater sensitivity between the administrative staff at the College about pursuing the issue. In addition, Dr. Gilliam has also received comments from students in addition over the past two weeks. Dr. Johnson stated that it boils down to, does the College have a social responsibility to entertain a policy that would make this campus tobacco free. Multiple studies have shown that a tobacco free campus cuts down on maintenance and the administrative team has addressed this for over a month. We’ve had some dialogue about surveying students and faculty/staff to get their input. However, the Administrative Council decided that this is a situation that should be taken directly to the Board of Trustees for dialogue. The policy would not be effective until January 2008 and the College would offer programs and assistance to stop tobacco use. Dr. Gilliam gave a report of a survey of colleges. There were 34 colleges that responded by e-mail out of 58. Two colleges are already smoke free, this included Asheville-Buncombe and the College of the Albemarle. There are eight additional colleges that are in the process of becoming smoke free by year end. Discussion took place.

For Action

**Mr. Starnes made the motion to put the policy forward for feedback from the campus.** Dr. Johnson stated that she would like to include some feedback from the SGA. **Mr. Kaufman seconded the motion.**

**Chairman's Report**

For Information

Chairman Ensley invited everyone to the Graduation Ceremonies on May 11, 2007 at 7:00 PM.

For Action

Chairman Ensley informed Trustees that Closed Session Minutes from the February 13, 2007 Board of Trustees Meeting would be distributed during Closed Session and should be voted on after returning to Open Session. He stated that the Trustees could review and if there was a need for discussion this could be done in closed session. Chairman entertained a motion to go into Closed Session. **Mr. Starnes made a motion to go into Closed Session to discuss a personnel issue. The motion was seconded by Mr. Rogers.**

**Mr. Starnes made a motion to return to Open Session. The motion was seconded by Mr. Boyd.**

There was a suggestion to change the information in the newsletter that was discussed during closed session prior to it being distributed to the public.

**Ms. Melville made a motion to approve the Closed Session Minutes for February 13, 2007. The motion was seconded by Mr. Boyd and the Board unanimously approved.**

There being no further business, the meeting was adjourned following a motion by Mr. Stevens and seconded by Mr. Starnes.

Documents on file with the minutes of this meeting:

- Ethics Statement
- SGA Report
- Senate Bill 449
- Agenda Strategic Planning Project Team Meeting
- Discontinue Late Fee
- Letter of Final Audit Report Findings
- Electronic Signature Policy
- Report of Personnel
- President's Evaluation Instrument
- President's March Executive Summary
- Proposed Tobacco Free Policy

Respectfully submitted,

Teresa S. Melton, Secretary  
Board of Trustees