

**Haywood Community College
Board of Trustees
Minutes**

June 12, 2007

The Haywood Community College Board of Trustees held its regular meeting on Tuesday, June 12, 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 (via telephone conferencing)
Steve Sorrells
Charles Starnes
Jim Stevens
Amanda Wilkinson, SGA President

STAFF

Debbie Davis
Karen Denney
Sara Galvin
Janice Gilliam
Wendy Hines
Teresa Melton
Bill Rhodarmer
George Rolland
Debbie Trull

VISITORS

Peggy Manning
Enterprise/Mountaineer
Joetta Rinehart
Pat Smathers

Rose Johnson, President

Chairman Ensley called the meeting to order and determined that a quorum was present. He informed Trustees that Ms. Melville would be joining the meeting via telephone conferencing and that Terry Rogers would not be here today. He read the Ethics Statement, which is to be read at the beginning of all 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 May meetings were mailed for review. **Dr. Leatherwood made the motion to approve minutes of the May 8 and May 31 meetings as mailed. Mr. Boyd seconded the motion.** After discussion, Ms. Melville requested an amendment to page 3 of the May 31 minutes to strike the s from contractors in paragraph 3. **With this amendment the Board unanimously approved.** At this time there was also some discussion regarding screening of the senior adult day care participants.

Dr. Johnson introduced Wendy Hines, Program Director Region A Nursing Consortium. Ms. Hines will be providing some input during the report of the special Ad-Hoc Committee.

Ms. Melton administered the oath of office to the new SGA President, Amanda Wilkinson.

Report of SGA – Amanda Wilkinson Reporting

A copy of the SGA report is on file with the minutes of this meeting.

Report of HCC Foundation – Joetta Rinehart Reporting

The HCC Foundation met on Tuesday, May 15, 2007. A copy of the activities report of the HCC Foundation which was provided by Ms. Rinehart is included in today's packet.

Report of NCACCT – Larry Leatherwood Reporting

Summary of Comments

Dr. Leatherwood stated that the Annual Meeting of NCACCT will be taking place on June 14 & 15. The Executive Board will be staying for a retreat with ACCT, which is the national affiliate of the NCACCT. The incoming chair, Linda Stanley who is also the Chair for Brunswick Community College Board of Trustees, is requesting financial support for a reception in her honor to be held on Friday, September 28, 2007 at the Manchester Grand Hyatt in San Diego. The reception will cost approximately \$12,000-\$15,000. Contributions can be made to the Brunswick Community College Foundation. The recommendation is a contribution of \$200. It appears that this should be a personal donation from Trustees. **Mr. Starnes made a motion for each Trustee to give what they feel they can personally give. Mr. Bumgarner seconded the motion and it was unanimously approved.** The checks will be sent to Dr. Leatherwood and then forwarded to the appropriate entity.

Hal Miller, Legislative Liaison for the NCACCT, is encouraging Trustees to contact legislatures regarding some of the items the NCACCT has requested. One of these items is Allied Health Funding. Also, it appears that the Senate Bill regarding limiting Trustee terms to two terms has been shelved.

Dr. Johnson made a note that Representative Ray Rapp is on the special committee for the budget and they will be negotiating the senate and house budgets. It's a good idea to contact him and request approval of the senate budget, which is a much better budget for the community colleges.

Report of HCC/Haywood County Strategic Planning Team – Mark Bumgarner Reporting

Summary of Comments

Mr. Bumgarner reported that a copy of the agenda for the meeting is included in today's packet. The County Budget for HCC was an item listed on the agenda of great importance. The budget has not been passed, however a public hearing has been held. Included in the budget, the College is expected to receive the full operating budget request of \$2.56 million. The capital budget is getting a new approach that should be favorable to the College. The County is going to provide the College with \$2.9 million for the capital budget. The capital funds included in this year's budget of \$400,000 will be subtracted from this \$2.9 million, therefore leaving \$2.5 million that the County is going to borrow in order to provide capital funding for the College. The tradeoff is that the College will not receive any capital funding for the next five years. Those funds will be

used to pay-off the loan each year. Dr. Johnson remarked that this allows the College to build our match fund from the County to better align the College for the bond referendum. This does not negate the College from making any special requests of the County if needed.

Other items on the agenda that were discussed in detail were the the Master Planning, the Armory Road, and a formal request for use of Public TV Access. The flood settlement funds were discussed and the final appraisal came out to a little over \$1 million. Everything has been approved and supposedly the check is in the mail. The College is looking to receive a little over \$700,000 of those funds. Some discussion took place regarding the programs that took place at the Clyde properties and if those will be offered again. Dr. Johnson reported that staff are addressing the issue of offering these classes due to loss of equipment and availability of space. The next meeting will take place on August 9th. It was clarified that the date of the Master Plan presentation to the County Commissioners will be July 23rd.

Report of Ad Hoc Committee on Enhancing the Regional Center for the Advancement of Children – Larry Leatherwood Reporting

For Action

Dr. Leatherwood announced that the Committee met at the Hazelwood Center last week and met with staff at the center, along with Patsy Dowling and Tony Beaman. Discussion of screening the adults took place during that meeting. Dr. Leatherwood announced that Ms. Hines is here to bring forth the advantages this proposal would bring to the Nursing Program at the College. Ms. Hines began her report by giving some demographics of the older population. She then gave some examples of how working with the older populations would benefit the program, including minor health screening, educational activities and interaction to name a few. Currently, nursing students must go off campus to get this interaction and they are very limited on information provided. Dr. Leatherwood stated that a lot of the concerns expressed at the previous special called meeting of the Board were discussed at this meeting at the Hazelwood Center. There are still some issues that will need to be addressed. However, it was the consensus of the Committee to **recommend approval to authorize the staff to identify costs for making adjustments with the contractor to make the facility more flexible to accommodate a broader population and to move forward with making those adjustments. The motion was seconded by Mr. Starnes.** Some discussion took place regarding the costs and funding. Some possibility of funding is to draw on the money from the County or to use some of the flood settlement money. Further discussion took place. **The motion was unanimously approved.**

Report of Committee on Personnel – Charles Starnes Reporting

For Action

Mr. Starnes reported that two full-time employees need to be ratified. Ms. Elizabeth Hembree, Compensatory Education Specialist and Ms. Pamela Vance, Custodian. He referenced education and salary for both. Ms. Trull provided some additional information on both candidates. Mr. Starnes made a motion to ratify the hiring of Ms. Elizabeth Hembree and Ms. Pamela Vance. The motion was seconded by Ms. Francis and the Board unanimously approved. There was some discussion on the position of Compensatory Education Specialist.

Mr. Starnes stated that the Tobacco Free Campus Policy is included in today's packet. He stated that the policy states that no tobacco will be allowed on campus except in personal vehicles. This also includes all off site campuses. Some discussion took place. Dr. Johnson also provided some background information. She remarked that this topic was brought forward to the Board at a previous meeting for discussion. A survey has been conducted and feedback provided from students and SGA. A good response was received from the survey and provided to the Committee on Personnel. Based on that response, a proposed policy has been drafted and gives a little leeway, but takes the campus a long way toward being tobacco free. A Task Force, which includes the HCC Wellness Committee, will be in charge of writing the procedures for the policy and will receive input from faculty/staff and students. The College is looking at providing workshops and has checked into the possibility of assistance from health providers. A lot of research has been done. Further discussion took place regarding the procedures that would be implemented with the policy. **Mr. Starnes made the motion to table the policy until the next meeting. The motion was seconded by Mr. Kaufman and the Board unanimously approved.**

For Information

The additional information on the Personnel Report is provided for information only.

An in-depth power point presentation was provided by the Administrative Staff regarding the Curriculum Budget. A copy of this presentation is on file with the minutes of this meeting.

Report of Committee on Buildings and Grounds – Charles Boyd Reporting

For Information

Mr. Boyd requested that Ms. Trull give an update on the Facilities Master Plan. Ms. Trull stated that the consultants are in the final stages of the plan and it will be brought back to be reviewed one last time by faculty/staff and Trustees. A date for this presentation will be determined and Trustees will be notified. The final plan will be presented to the County Commissioners on July 23.

Mr. Boyd stated that the specs for the café expansion are provided in today's packet. He requested Ms. Trull give an update on the project. Ms. Trull responded that the expansion was bid as a commodity item and as reported previously the low bidder was Air Vent Exteriors. The addition will be double paned, argon filled glass, rated R-4 with a warranty of 15 years.

Report from the President

For Information

Dr. Johnson reported that the June Executive Summary was included in today's packet. She highlighted some bullet points throughout the report. One item that was not mentioned on the report was a donation of a diesel truck donated from Ford with the help of Ken Wilson. The truck will be used in the new diesel engines program. Dr. Johnson remarked on one of the bullet points which was a Superior Rating for HCC. She requested Dr. Gilliam give an update. Dr. Gilliam reported that HCC received a Superior Rating on the NC Community College System Critical Success Factors Core Indicators of Student Success. HCC received a Superior rating by meeting 6 of the 6 performance measures and 11 of the 12 critical success factors. HCC has received the Superior rating 4 of the last 7 years.

Chairman's Report

For Information

Chairman Ensley reminded Trustees that a letter requesting input on committee assignments was mailed to Trustees and it was requested that they return those selections at today's meeting. These should be turned into Ms. Melton today. New committee assignments will be distributed at the next meeting.

For Action

Chairman Ensley referenced the By-Laws suggested changes that was included in today's packet. He stated that incoming chair Peggy Melville has requested that four trustees serve on each committee and it is also being suggested that an Executive Committee be formed. **Mr. Bumgarner made the motion to table the By-Laws changes until the next meeting. The motion was seconded by Ms. Francis and was unanimously approved.**

For Information

Chairman Ensley stated that Peggy Melville would also like to suggest the use of notebooks for Board of Trustees meetings. Packets that are distributed at each meeting could be kept in these notebooks and Trustees would have the option of leaving them at the College or taking them home and bringing them back to each meeting.

Chairman Ensley recognized three Trustees that would not be seeking re-appointment. These included Larry Leatherwood, Charles Starnes and Terry Rogers. Dr. Leatherwood and Mr. Starnes were presented a framed picture of the mill house. Chairman Ensley agreed to deliver the recognition item to Mr. Rogers.

Mr. Starnes made a motion to go into Closed Session for Personnel and Legal Issues. The motion was seconded by Mr. Bumgarner and the Board unanimously approved.

Mr. Stevens made a motion to approve the Closed Session Minutes for May 31, 2007. The motion was seconded by Ms. Francis and the Board unanimously approved.

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

Documents on file with the minutes of this meeting:

- Ethics Statement
- Oath of Office
- SGA Report
- Report of the HCC Foundation
- Agenda HCC and Haywood County Strategic Planning Project Team
- June Report of Personnel
- Tobacco Free Campus Policy
- Presentation of Curriculum Budget
- Specs for Café Expansion

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June Executive Summary
2007 Critical Success Factors
By-Laws Suggested Changes

Respectfully submitted,

Teresa S. Melton, Secretary
Board of Trustees