



**Haywood Community College
Board of Trustees
Minutes
May 13, 2008**

The Haywood Community College Board of Trustees held its regular meeting on Tuesday, May 13, 2008 at 4:00 p.m. in the Board Room of the Administration Building. The following persons were present:

TRUSTEES

Lynne Barrett
Charles Boyd
Mark Bumgarner, Vice Chair
Neal Ensley
Donna Forga
Ellene Francis
Debbie Hyatt
Peggy Melville, Chair
Robert Morris
Steve Sorrells
Jim Stevens

STAFF

Debbie Davis
Karen Denney
Janice Gilliam
Teresa Melton
Bill Rhodarmer
Annemarie Timmerman
Debbie Trull

VISITORS

Pat Smathers, Attorney
Kim Gardner, Mountaineer

Rose Johnson, President

Chair Melville called the meeting to order and determined that a quorum was present. She 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. Morris gave the invocation.

Chair Melville stated that the minutes were mailed for review. **Mr. Morris made a motion to approve the minutes as mailed. Mr. Boyd seconded the motion and the Board unanimously approved.**

HCC/Haywood County Strategic Planning

Mr. Bumgarner reported that a copy of the agenda is included in today's packet. The team met on May 7th, which was the day after vote day. Everyone celebrated the results of the ¼ cent sales tax. There were 20 counties that had the resolution on their ballots, 2 out of those 20 passed. We are proud to be one of those two. Mr. Bumgarner recognized the HCC Foundation and the Neighbors for Haywood Community College Committee for their hard work. He also expressed appreciation for those that worked at the poll locations.

Mr. Bumgarner reviewed the next steps for the tax. The taxes will begin to be collected in October 2008 and it may be January or February before the funds are remitted to the County. The impedance of the ¼ cent sales tax is to help with the College infrastructure and a timeline was distributed at the meeting. Mr. Bumgarner went over the timeline.

The College will be obtaining the money for the Administrative Services Building from the County. This is a loan that has already been approved, but will not go out until January 2009, no payments will have to be made until the following year.

The Research House, which was a grant awarded by the U. S. Forest Service Products Research Lab, is still being reviewed. It appears there is not immediate need for the property because we are still waiting to hear back from the lab as to their intent. Dr. Johnson gave an update at this time. She stated that the entity has agreed that they will uphold their agreement with the College and details are being worked out at this time. The College also received a \$6,000 grant from Progress Energy for the solar heating system for the house. Therefore, a request may be forthcoming sooner than previously expected.

The group briefly touched on the 2008-09 County Budget request. The College had roughly a 10% increase and the County is looking at around 5%, which may or may not be better than other departments. There is nothing final on the county budget at this time.

Joint projects with the County were discussed. These included biofuels, recycling and the phone system. The biofuels is a grant for production, education and training initiative which will provide alternative fuel supplies for college and county vehicles. There will be a lot more emphasis on recycling on campus. The phone system is being reviewed for upgrading and the county may use the same system as the College.

The food services agreement with Haywood County Schools will be reviewed a little later in the meeting.

There could be an inadequate water pressure and flow problem on campus. Dr. Johnson stated that a review of water supply was provided as part of the utilities study that was completed for the Master Planning Process. The study shows that the current water pressure and flow that the College currently has will supply the campus unless we have a major event such as a fire. Using the water for that type of situation would cause the flow and pressure to be a problem. It was also identified that we could add one additional building and have sufficient water, but if any additional buildings were built there would not be sufficient supply. It appears based on information provided that the main water line is not the adequate size, it is too small. Dr. Johnson stated that the College has asked the Fire Department to submit a plan on how they will deal with a fire on campus. A meeting will be taking place on Friday with both Fire Departments. Updates will be provided as they become available.

The next meeting of the Strategic Planning Team will take place July 2 at 10:00.

Dr. Johnson added that there was detailed discussion regarding the adjacent land and the group will discuss at the July meeting the appropriate time for the Board of Trustees to formally ask for the property.

Tabled Policies

Chair Melville stated that the tabled policies were distributed at the last meeting. **Mr. Morris made a motion that the Board of Trustees approves the new, revised and repealed policies that were tabled at the last meeting to include any changes that were presented today.** Ms. Melton stated that the only suggested change was to the Communicable Disease policy and this was to change Hepatitis A, B, and D to Hepatitis A, B, and C. **Mr. Bumgarner seconded the motion. The Board unanimously approved.**

Report of Committee on Buildings and Grounds – Neal Ensley Reporting

For Action

Mr. Ensley stated that over the past couple of months the College has put out bids to seek an Open Ended Design Agreement with an architect to contract for the buildings that cost less than \$500,000. These would include items such as roofs, etc. Interviews took place and the Committee on Buildings and Grounds is ready to make a recommendation to the Board. **Mr. Ensley stated the Committee on Buildings and Grounds makes a motion that the Board of Trustees approves Padgett & Freeman Architects, PA as the candidate for the Open Ended Design Agreement. This is a one year agreement for small projects. The Board unanimously approved.**

Mr. Ensley stated that the loan regarding the Administrative Services Building was discussed earlier. In order to move forward with the plans for the Administrative Services Building, the College has advertised for architectural bids for the building. A committee was formed at the last meeting and they have met and interviewed four architectural firms. A recommendation has been made to the Committee on Buildings and Grounds. The committee was going to make a recommendation to the Board with the caveat that references would need to be checked. However that did not turn out positive. During the meeting this afternoon, the committee sat down and reviewed the issues. This recommendation will not come from the Committee on Buildings and Grounds because they have not been provided this information. **Therefore, Mr. Ensley made a motion that the three architects be approved in the following priority order to be submitted to the state: 1) PBC+L; 2) Padgett & Freeman; and 3) Peace. Mr. Bumgarner seconded the motion and the Board unanimously approved.**

Mr. Ensley provided some history on the café lease. He stated that because the College houses the Haywood Early College here on campus, there is a need for those students to receive the type of lunch that is provided at other public schools. Our café has not been very productive from a monies perspective. There are two issues regarding the agreement, the public school system is going to lease the kitchen area of the café for the Haywood Early College students and they will provide a guest menu for all others (College students, faculty/staff, etc.). The price will be a better price than what is currently charged. The College has agreed to lease the space to the public schools for \$1.00/year. They will pick up the cost of electricity prorated for that space. A new gas meter will be installed for their cooking equipment and the public schools will pay for that usage. They will also put new equipment in the kitchen area and remove some of our equipment. The equipment will be theirs and will remain theirs in the future. Everyone feels this is a win win situation. Mr. Smathers reported that this was presented to the School Board last night and they agreed to adopt the lease. He also reported the two people that currently work in

the College Café are invited to apply for the positions with the public schools. Dr. Johnson stated that the two positions that are currently housed in the café will be eliminated only if the agreement is approved by the Board of Trustees. **Mr. Ensley stated that the Committee on Buildings and Grounds makes a motion to approve the Lease Agreement between Haywood County Consolidated School System Board of Education and the Trustees of Haywood Community College.** Mr. Sorrells wanted to know what would happen to our equipment. Dr. Johnson stated that the College will either store or surplus the equipment which ever is the better option. Mr. Sorrells wanted to know what happened to the equipment that was removed when the 1500 building was remodeled. Ms. Trull responded that it is stored at Haywood County Public Schools storage building. There was discussion if the equipment could be purchased by the school system to put in the café. The reply was that they had already looked over the equipment and were not interested in purchasing. They have agreed to store the equipment indefinitely. Mr. Ensley also reported that the public schools wanted gas instead of electric. A decision will have to be made soon regarding the surplus equipment. Mr. Sorrells wanted to know about special events and use of the facility. Dr. Johnson stated that it will be the public schools' food preparation area and we would have to contract through them. Mr. Smathers referenced section four of the agreement which states, "The Board shall also offer catering services for Early College or Haywood Community College related functions. The Board shall not be required to provide catering services to private events hosted at the College, nor shall the Board be required to allow private groups to use the Premises or its equipment." There being no further discussion, **the Board of Trustees unanimously approved the motion.**

Mr. Ensley stated that a draft Sustainable Development policy is included in today's packet. The Committee on Buildings and Grounds and the Committee on Technology, Education and Student Affairs have both reviewed this policy and have both agreed to bring it forward to the Board. **Mr. Ensley stated that the Committee on Buildings and Grounds and the Committee on Technology, Education and Student Affairs makes a motion to table the Sustainable Development policy for review until the next meeting. The Board unanimously approved.**

For Information

Mr. Ensley requested that Ms. Trull provide an update on the Center for the Advancement of Children. Ms. Trull reported that the building is now finished and is in the hands of the director. There are a few minor warranty issues that need to be resolved. The director will be planning an open house event in the near future. It appears that June 1st will be the move in date. Ms Denney reported now that the building is complete, the director will have to go through additional inspections and approvals from the Division of Child Development, which is the state organization that the Child Care Center is licensed through. However, everything is on target and it appears that the first week in June will be the opening date.

Report of Committee on Finance – Mark Bumgarner Reporting

For Information

Mr. Bumgarner referenced the State Budget Report as of March 31, 2008. He requested Ms. Denney go over the key items listed at the bottom of the report. Ms. Denney went over the amounts that are not encumbered and the reasons.

Mr. Bumgarner stated that several other items were discussed at the committee meeting which included the café lease agreement, the ¼ cent sales tax and the 08-09 State Preliminary Budget, which will be presented next month.

Report of Committee on Personnel – Ellene Francis Reporting

Ms. Francis stated that she would like to make a comment regarding the Graduation Ceremonies that took place on May 8 & 9. She stated that the first night there were 5 Trustees in attendance and the next night there was only one. She remarked that she knows everyone is busy, but it is very important that Trustees be in attendance to show support, especially for such an important event.

For Action

Ms. Francis requested that Trustees refer to the personnel report which was included in today's packet. There is one full-time employee to be ratified, Mr. Christopher Cody Hyatt, Campus Arboretum Grounds Technician. She requested Ms. Trull to provide some additional information. Ms. Trull stated that Mr. Hyatt comes highly recommended and will be a great asset to the College. He is also a Haywood County native. Mr. Boyd stated that Mr. Hyatt worked for him for four years and was a great employee. His mother, Kathy Hyatt, works for the College. **Ms. Francis stated that the Committee on Personnel makes a motion to ratify the hiring of Christopher Cody Hyatt as presented. The Board unanimously approved the motion.**

For Information

The other items provided on the Personnel Report are for information only. Mr. Boyd wanted to know about the educational requirements for the part-time employee Sarah Werhan. She shows only a diploma from Tuscola High School. Ms. Trull stated that she has experience that replaces the education requirements and they needed someone to fill in quickly.

Ms. Francis stated that the President's Evaluation will be discussed later in Closed Session.

Ms. Francis requested that Dr. Johnson provide information on the reduction in force. Dr. Johnson stated that because Trustees have now approved the Lease Agreement with the public school system, this means that she needs to inform Trustees that the College will be notifying the two full-time employees that work in the café that they will not receive an employment contract for Haywood Community College beginning July 1, 2008. She noted that these two employees will be encouraged to apply for the openings with the public school system. Ms. Denney stated that both employees have already put in their applications with the school system.

Dr. Johnson stated that the advertisement for the Vice President of Academic and Workforce Development will end this Friday. Many applications have been received and interview selection committees are being formed. The position is to be filled by September 1, 2008. Dr. Johnson announced that she will be filling in as the interim from June 19 through August 31. As the Board previously agreed, before an offer is made, Dr. Johnson will be meeting with the Committee on Personnel to review the information and they can provide input before the offer is actually made.

Report of Committee on Technology, Education and Student Affairs – Debbie Hyatt Reporting

For Information

Ms. Hyatt stated that one of the top recommendations on the Satisfaction Survey was lack of professional development opportunities. Staff has already begun working on a detailed plan and a draft was distributed at the committee meeting. The plan will be brought to the full Board when complete.

Ms. Hyatt stated that the State Board of Nursing made a site visit to the campus. Site visits are done every eight years. The site visit was positive. She requested Dr. Johnson provide additional information. Dr. Johnson reported that the College did receive a few recommendations and the College is to respond by August and then the few recommendations will be erased and not a part of the permanent report. She informed Trustees that a written summary is included in today's packet. Dr. Johnson gave a brief explanation of the recommendations that were included in the summary. None of the recommendations were considered serious and all have already been addressed. Chair Melville wanted to know how this ties in with our other warning status. Dr. Johnson responded that it doesn't. This visit did not happen as a result of being on warning status because of the passing scores, however if the on-site visit had had serious recommendations that would have been reported to the agency. These are two separate issues and the other one has been addressed also. Ms. Forga wanted to know how the passing rate issue has been addressed. Dr. Johnson responded that two things have taken place: 1) a complete report has been sent to the Board of Nursing with strategies of how we plan to bring the scores of the students up. The three colleges have paid an educator facilitator with the graduating students from the three colleges. This included three days with students and a follow-up day with faculty last week; and 2) put in place the HESI test assessment of students as students complete certain portions of study where there was a gap in knowledge. The reason that students did not do well on the NCLEX exam this year was because the curriculum in the three colleges has changed and the exam is based on new curriculum content. Our program did not fully capture the curriculum content. The director of the program began working on revisions of the curriculum content a couple of months ago and sent that to the State Board of Nursing which has been approved. We do not yet know the testing results of the group of students that graduated. They have one year to take the exam. Most students are waiting until August and are opting to take a review prior to taking the exam.

Report from the President

For Information

Dr. Johnson informed Trustees that the Executive Summary is not included in today's packet. The summaries will be left on the table and Trustees can pick one up as they leave today's meeting. She highlighted a couple of items under the President's section of the Executive Summary. These included: 1) Steven Heulett was one of 38 NC community college employees to graduate from the NC Community College Leadership Program. Dr. Johnson was able to attend his graduation; 2) The Chancellor of WCU, John Bardo and Dr. Johnson signed the first 2+2 articulation agreement in NC for the program of entrepreneurship; 3) More than 30 NC community college presidents and other representatives indicated an interest in pursuing sustainability initiatives on their campuses after a presentation given by Dr. Johnson and another president; 4) The 2007/08 College Advisory Council members (24) graduated and the 2008/09 members (25) were installed on May 9; and 5) The Administrative Council and Dr. Johnson

treated the administrative assistants to a breakfast, gifts and a professional development seminar as part of Administrative Assistants Day. In addition to these items, each administrative team member reported a couple of bullet points from their area. Dr. Gilliam announced that one item not on the report is the Strategic Plan and that plan is now posted on the HCC website.

Other

Chair Melville requested the Nominating Committee give their report. Ellene Francis, Chair announced that the nominating committee met and the recommendation is that the current slate of officers; Peggy Melville, Chair; Mark Bumgarner, Vice Chair; and Teresa Melton, Secretary, continue to serve for the upcoming year. Chair Melville stated that this slate has been brought forward by the Nominating Committee and she will open it up now for any other nominations to be brought forward. There being no further nominations, **Mr. Boyd made a motion to approve the slate of officers as presented. The motion was seconded by Mr. Sorrells and the Board unanimously approved.**

Chair Melville stated that included in today's packet is a request for members to sign up for committees. Please return your preferences to Teresa Melton or Dr. Johnson. Chair Melville stated that if committee times or days are a problem to please let the staff know, so times or days can be changed.

Chair Melville stated that there has been a request to cancel the July Board of Trustees meeting. She requested Dr. Johnson to address the request. Dr. Johnson stated that the next meeting is scheduled during a time that many employees take vacation. There is not a lot going on in the month of July, so she brought forward the consideration of not having a July Board meeting. It was confirmed that the preliminary budget will be presented at the June meeting. If something comes up the meeting can be called, but for now the meeting is tentatively canceled.

Ms. Forga made a motion to go into Closed Session. The motion was seconded by Mr. Bumgarner and the Board unanimously approved.

Mr. Morris made a motion to return to Open Session. The motion was seconded by Ms. Forga and the Board unanimously approved.

Ms. Francis requested the Committee on Personnel stay after the meeting to set-up a meeting date and time with Dr. Johnson to discuss with her the evaluation results.

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

Documents on file with the minutes of this meeting:

- Ethics Statement
- Whistleblower Policy
- Alcohol and Drug Free Campus Policy
- Appeal Process Policy
- Charitable Donations Policy
- Communicable Disease Policy

Disciplinary Action Addressing Suspension & Dismissal Policy
Harassment Policy
Review of Grant Funding Projects or Programs Policy
Reduction in Force Policy
Students Rights and Responsibilities Policy
Repealed Autobody Operations/Fee Policy
Repealed Wood Products Pricing Policies
Café Lease Agreement
Sustainable Development Policy
March 2008 State Budget Report
Personnel Report
State Board of Nursing Site Visit Summary
May Executive Summary
Committee Assignments Letter

Respectfully submitted,

Teresa S. Melton, Secretary
Board of Trustees