



**Haywood Community College
Board of Trustees
Minutes
April 21, 2010**

The Haywood Community College Board of Trustees held its regular meeting on Wednesday, April 21, 2010 at 4:00 p.m. in the Board Room of the Administration Building. The following persons were present:

TRUSTEES

Donna Forga, Vice Chair
Lynne Barrett
Neal Ensley
Ellene Francis
Randy Herron
Debbie Hyatt
Richard Lanning
Peggy Melville
Steve Sorrells
Dixie Patrick

STAFF

Elaine Barnes
Chad Bledsoe
Tim Burke
Debbie Davis
Karen Denney
Laura Leatherwood
Teresa Starrs

VISITORS

Pat Smathers
Patricia Smith, faculty
Kim Gardner, Reporter
The Mountaineer

Rose Johnson, President

Vice Chair Forga 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 the statement is included in today's packet. The invocation was provided by Neal Ensley.

Vice Chair Forga stated that the minutes for the February 17, 2010 and March 17, 2010 minutes were posted for review and included in today's packet. Ms. Melville made a motion to approve the February minutes as presented. Ms. Francis seconded the motion and it was unanimously approved. Ms. Hyatt made a motion to approve the March minutes as presented. Dr. Barrett seconded the motion and it was unanimously approved.

Introduction of Master Teacher

Dr. Johnson introduced Patricia Smith, Master Teacher of the Year Award. The award is nominated by students and reviewed by peers. This is a significant award because the recipient will automatically be submitted to the System Office for consideration of state award. Dr. Johnson requested that Ms. Smith say a few words. Ms. Smith thanked everyone for providing her the opportunity to teach and stated that the award was a very humbling experience.

Draft Timeline Employee Senate

Dr. Johnson requested that the draft timeline of the employee senate, which is listed under the president's report of the agenda, be moved forward. She stated that she reported to the board at the last couple of meetings that employees are exploring the feasibility of an employee senate. Dr. Laura Leatherwood and Steve Huelett are serving as co-chairs of an Ad-hoc Committee and are working with facilitators of the open forums. Dr. Johnson stated that the committee has come up with a timeline. It is very important that the Board is familiar with the timeline and to make sure that Trustees have clarity. A pilot will be implemented for a year. The senate may ultimately require Board of Trustee approval and there may also be some changes to policy.

Mr. Huelett stated that he appreciates this opportunity and the committee has been working hard on the creation of this body to be included at the college. He remarked that the timeline is a draft at this point, a best guess, and some points may take longer to develop than projected. He commented that some events have already taken place. The open forums met yesterday where the Ad-hoc Committee explained what was taking place in regards to the timeline and also answered questions. Employees were informed that he and Dr. Leatherwood would be presenting the timeline to the Board of Trustees today. The timeline will be distributed at the foundation annual fund drive on April 29. The development and draft of the pilot senate is a big step. Mr. Huelett announced that Dr. Leatherwood and Elaine Barnes are also serving on the Ad-hoc Committee. A lot of work will be done at this step. Samples of senates were collected from other colleges and a draft of an employee senate will be developed that draws on the best models and what works best at other colleges. At this time, Mr. Huelett reviewed the timeline with Trustees. A copy of this timeline can be found on the intranet in the Trustee Office.

Dr. Leatherwood stated that she appreciated the opportunity by Dr. Johnson and the Board of Trustees to test the process and move forward. Dr. Johnson stated that Trustees are an integral part of the process. Mr. Smathers will continue to work on the development and she will continue to share information as the process moves forward.

Report of SGA – Dixie Patrick Reporting

Ms. Patrick presented the SGA report. A copy is on file with the packet of this meeting.

Report of the HCC/Haywood County Strategic Planning Committee – Neal Ensley Reporting.

Mr. Ensley reported that a draft copy of the minutes of the last meeting is included in today's packet. He remarked that the majority of the minutes was reviewed in the Committee on Buildings and Grounds meeting today. Moving further through the minutes, the county budget request was distributed during the meeting and one item of interest that surfaced was the HEC buildings. One commissioner suggested that HCC and the Haywood County Schools get together to work out the mechanism to help HCC fund a building. Dr. Johnson reminded Trustees that the minutes are only a draft copy and are not yet official.

Report of Committee on Buildings and Grounds – Neal Ensley Reporting

For Action

Mr. Ensley stated that a copy of the proposed updated Master Plan with changes of items in Phase 1 through 4 is included in today's packet. The real reason for the updated plan is that the current Master Plan is in State Construction and there has been a request for HCC to update the plan due to the consideration of bond monies at the state level. **Mr. Ensley stated that the Committee on Buildings and Grounds makes a motion to approve the updated Master Plan as presented. The Board unanimously approved the motion.**

Mr. Ensley remarked that based on a request from the County Commissioners, the Board of Trustees needs to reiterate their intentions in regards to the Creative Arts building. There was a slight change that was put forward in the committee meeting earlier today regarding the resolution that was presented and the slight change was approved by the committee. The slight change was to the last sentence in the next to last paragraph of the resolution. Original wording "...that said loan will fund the construction of the Creative Arts facility and other pressing renovations/repair needs...". Suggested change was to remove other pressing renovations/repair needs and replace with infrastructure needs. Discussion took place as to the need for this resolution. After discussion, **Mr. Ensley made a motion that the Board of Trustees approves the Creative Arts Facility Resolution to be presented to the Board of Commissioners of Haywood County. Mr. Sorrells opposed the motion. All other Trustees approved the motion.**

Report of Committee on Personnel

For Action

Dr. Barrett stated that full-time employees were presented to the committee for ratification and are being brought forward to the Board. **She stated that the Committee on Personnel makes a motion to ratify the following applicants as presented: Janette Banks, Cynthia Bird, Lori Farrell, Jessica Rogers, Richard Temple and Rita Wilson. The Board unanimously approved the motion.**

For Information

Dr. Barrett announced that the other item on the agenda was the revised inclement weather policy. The policy was tabled during the committee. The Committee on Personnel will have a separate meeting for further discussion on the policy and then it will be brought back to the Board.

Dr. Barrett announced that part-time information is for information only.

Dr. Barrett stated that the President's Evaluation will be moved to Closed Session.

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

For Action

Ms. Hyatt stated that the Committee on Technology, Education and Student Affairs makes a motion to reassign the collection of the current parking fee to the HCC Bookstore as a Parking Permit Fee. The Board unanimously approved the motion.

President's Report

Dr. Johnson stated that Dr. Leatherwood and Dr. Bledsoe will present a report on the difference between FTE for curriculum and continuing education. Dr. Leatherwood reported that continuing education has to earn 688 membership hours to earn one FTE for a reimbursement amount of \$2,964.68 for the first 500 FTE. Continuing education earns FTE on a calendar year instead of a fiscal year. She gave an example that in 2009, continuing education earned 205 FTE. The average length of a continuing education class is 24 hours and even though this is a short time frame, it still takes the same amount of prep time. Also many programs in continuing education do not generate FTE. Some of these include: customized training, Small Business Center, self-support; and community service. Dr. Bledsoe then reviewed the curriculum FTE. In curriculum, it takes 512 membership hours to generate an FTE, for a reimbursement of \$4,093.75 for the 1st 500 FTE and \$3,415.77 for 501+. One FTE is equivalent of 2 students. Dr. Bledsoe stated that for FY 2008-09 curriculum received 1654 FTE. A copy of the presentation is on file with the packet of this meeting.

Dr. Johnson stated that due to time, the Executive Summary will not be presented. It is posted on Haywired for Trustee review. Dr. Johnson noted that a revised timeline for Strategic Planning will be presented at the next meeting and staff will keep Trustees updated.

Chair's Report

Vice Chair Forga stated that the Trustee Attendance section of Trustee By-Laws will be revised at the next meeting.

Vice Chair Forga reminded Trustees that HCC Graduation will be held on Thursday, May 13 and Friday, May 14 at 7:00 p.m. Trustees should arrive by 6:30 p.m.

Vice Chair Forga referenced the other graduation ceremonies that are taking place on campus that are listed on the agenda.

Mr. Burke announced a couple of class projects and invited Trustees to attend.

Mr. Ensley made a motion to go into Closed Session. Mr. Lanning seconded the motion and the Board unanimously approved the motion.

Mr. Lanning made a motion to return to Open Session. Ms. Francis seconded the motion and the Board unanimously approved the motion.

Dr. Johnson announced that she will send an e-mail to Trustees regarding the focus group survey for the strategic planning process.

There being no further business, the meeting adjourned after a motion from Mr. Ensley and seconded by Mr. Lanning. The Board unanimously approved the motion.

Respectfully submitted,

Teresa Starrs, Secretary to the Board of Trustees

Documents on file with the minutes of this meeting:

- Ethics Statement
- SGA April Report
- Draft HCC/Strategic Planning Team Meeting Minutes
- Resolution Creative Arts Building
- Updated Master Plan
- April Personnel Report
- Revised Inclement Weather Policy
- FTE Comparison
- Draft Timeline Employee Senate
- Trustee By-Law Change
- April Executive Summary

Respectfully submitted,

Teresa Starrs, Secretary
Board of Trustees