



**Haywood Community College  
Board of Trustees  
Minutes  
May 19, 2010**

The Haywood Community College Board of Trustees held its regular meeting on Wednesday, May 19, 2010 at 4:00 p.m. in the Board Room of the Administration Building. The following persons were present:

TRUSTEES	STAFF	VISITORS
Mark Bumgarner, Chair	Elaine Barnes	Pat Smathers
Neal Ensley	Chad Bledsoe	SGA Officers
Randy Herron	Jenny Carver	
Debbie Hyatt	Karen Denney	
Richard Lanning	Laura Leatherwood	
Mike McConnell	Sherri Meyers	
Peggy Melville	Annemarie Timmerman	
Bob Morris	Teresa Starrs	
Steve Sorrells	Angela Uhl-Kalev	

Rose Johnson, President

Chair Bumgarner 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 Board of Trustees meetings. A copy of the statement is included in today's packet. The invocation was provided by Peggy Melville.

Chair Bumgarner stated that the minutes for the April 21, 2010 minutes were posted for review and included in today's packet. Ms. Melville made a motion to approve the minutes as presented. Mr. Lanning seconded the motion and it was unanimously approved.

**Introduction of SGA Officers**

Dr. Johnson requested that Elaine Barnes come and stand with the group being recognized. She stated that the Administrative Council had an opportunity to interact with the new and exiting officers at a recent event. She requested that Angela Uhl-Kalev, Student Success Counselor, introduce the students. Ms. Uhl-Kalev introduced Nicole Owen, SGA President; Elizabeth Caballero, Vice President; and Ashley Cobb, Secretary. Chair Bumgarner welcomed the group and informed the SGA President that she would be joining the Trustees in future meetings. He commended the group for the work they are doing at HCC.

**Introduction of Superior Staff Award**

Dr. Johnson introduced Jenny Carver, Superior Staff Award recipient. She remarked that everyone at the college nominates the outstanding staff member. Ms. Carver was recognized at a

formal gathering and also at graduation. She works in Natural Resources and is considered the mom of the department. Dr. Johnson requested that Ms. Carver say a few words. Ms. Carver shared some photos and awards and stated that she loves her job. Mr. Sorrells commented that he has had the pleasure of working with Ms. Carver and she has always gone out of her way to offer assistance.

### **Introduction of Faculty Member**

Dr. Bledsoe introduced Sandra Dillingham, English instructor. Ms. Dillingham stated that she would like to share information regarding her creative writing class. She applied for and received a mini-grant funded through the HCC Foundation, to publish a student works book of poems. She shared the book at this time with Trustees. The book includes at least one piece of work from each student. The students were very excited about the publication and she hope it will increase enrollment in the class.

### **Report of HCC Foundation – Sherri Myers**

Ms. Myers shared some impact and success stories that the Foundation has experienced. She also announced that the Annual Fund Drive Kick-off has taken place with about 85% participation from employees thus far. That equates to about \$13,000 in pledges and/or cash. The Mornin' at the Millpond will be held the end of May and all Trustees are invited to attend. The agenda includes student success stories, a tour of campus and the bird and butterfly garden. Planning has started for the Jammin' at the Millpond event scheduled for October 16<sup>th</sup>. The focus will be on Appalachian Heritage events and student and alumni successes. Ms. Myers gave a brief update on the Foundation Giving Report stating that the Annual Drive 2010 is currently at \$59,523, which is down about 35% from last year. Part of this is the timing. To date the discretionary funds is at about \$30,000. Chair Bumgarner stated that as a Board they should support the foundation 100%. He distributed forms for Trustees, requesting that they give a donation. Currently there are four Trustees that have given donations.

### **Report of Committee on Buildings and Grounds – Neal Ensley Reporting**

#### **For Information**

Mr. Ensley requested to share information from the work session with County Commissioners. He stated that staff put together a presentation here at HCC and provided an update for those Trustees that could not attend. The presentation included a review of community college's construction process in North Carolina. Presenters by phone included Sharon Rassodo, NCCCS Manager, Administrative and Facility Services; Greg Driver, State Construction Office; Tom Hunter, NCCCS System Facilities Engineer who reviewed the SB 668 requirements. This group of presenters went through details of the process that community colleges have to go through to get a project designed and submitted. Also, by phone was Mike Nichols and in person Chad Roberson who talked about current projects. Reid Conway, State Energy Office, also attended. Discussion reiterated the fact that even through HCC has been slow in the process, we have lived with the process that state demands of community college. He thanked staff for putting the work session together. He feels it improved the commissioners understanding of the process. Chair Bumgarner stated that HCC is now scheduled as a follow-up to appear before the County Commissioners at their June 7<sup>th</sup> meeting at 9:00. Mr. Sorrells wanted to know the reason why the original meeting was changed. Chair Bumgarner stated that there were a few loose ends that needed to be studied to make sure that questions regarding solar could be answered. At this

point, staff and Trustees are prepared to answer the questions. Chair Bumgarner thanked all Trustees that participated in these additional meetings that have taken place.

### **Report of Committee on Finance**

#### For Action

Ms. Melville stated that the Committee on Finance received a report regarding write-offs for accounts receivable. The report provided in today's packet outlines the background and procedures relating to the write-offs. **The Committee on Finance makes the following resolution, "Be it resolved, that the Board of Trustees of Haywood Community College approves the write-off of accounts receivable in the amount of \$6,069.98 deemed uncollectible as of May 19, 2010." The Board unanimously approved the resolution.** The write-offs are for FY 2006-07 and a lot of effort is made to collect the accounts receivable even after they are approved for write-off.

#### For Information

Ms. Melville informed Trustees that a letter is included in today's packet from the State Auditor's Office notifying staff that an audit for year ending June 30, 2009 will not be conducted. This came about due to budget restrictions at the state level.

### **Report of Committee on Personnel**

#### For Action

**Mr. Morris stated that the Committee on Personnel makes a motion to ratify the following applicants as presented: Tonya Smythers Clark and Tamara Anne Graham. The Board unanimously approved the motion.**

Mr. Morris informed Trustees that the Adverse Weather and Emergency Closings Policy, which was previously called the Inclement Weather Policy, was discussed at previous Committee on Personnel and Trustee meetings. **The Committee on Personnel held a special meeting and made a determination for wording. He stated that the Committee on Personnel makes a motion to approve the Revised Inclement Weather Policy as presented and to be renamed Adverse Weather and Emergency Closings. The Board unanimously approved the motion.** Mr. Morris informed Trustees that the wording "Option 2" would be removed from the policy prior to publishing.

Mr. Morris stated that the College has been directed at the state level to address public assembly. The policy being brought forward today was created by gathering the wording for the policy from other colleges in the system. **He stated that the Committee on Personnel makes a motion to table the Revised Solicitation and Public Assembly Policy as presented for a 30 day review. The Board unanimously approved the motion.**

#### For Information

Mr. Morris announced that part-time personnel listings are for information only.

Mr. Morris informed Trustees that the President's evaluation would be moved to Closed Session.

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

### For Information

Ms. Hyatt reported that the results for the Veteran's Financial Aid Audit were shared with the committee and is included in today's packet. There were no discrepancies and no action taken.

### **President's Report**

Dr. Johnson stated that she sent out information regarding a survey for the focus group questions. This had been included in the past two meetings, but there was never enough time to complete. Dr. Timmerman announced that four trustees have completed the survey. Several Trustees explained that they had tried to take the survey but was given an error message when trying to send. It was determined that the survey would be made available in word format and sent out to Trustees to complete. Dr. Johnson stated that this is an exercise of Board Goals that Trustees want to incorporate into school goals. She expressed her appreciation of Trustees efforts to complete the survey.

Dr. Johnson shared a few of the bullet points under the President's section of the Executive Summary and requested that staff do the same, which they did at this time.

### **Chair's Report**

Chair Bumgarner stated that once again a possible change to Trustee By-Laws is being brought forward. The change deals with attendance. Currently By-Laws state that if Trustees miss 3 consecutive meetings and it is being suggested that it be changed to 75% of scheduled meetings. This is being expanded to all Trustees, due to an executive order being passed by the Governor mandating this criteria for governor appointees. Discussion took place regarding the suggested change. Ms. Melville made a motion to continue review of the policy in order to define justifiable reasons and to review other requirements that Trustees would want appointing agencies to be aware of. The motion was seconded by Mr. Sorrells and the Board unanimously approved. Mr. Sorrells made a motion to send the recommended changes to appointing agencies with an accompanying letter explaining the time involved in being a Trustee. Ms. Melville seconded the motion and the Board unanimously approved. Chair Bumgarner appointed Mr. Sorrells, Ms. Melville, himself and Dr. Johnson to review the By-Laws and made a recommended change to bring back to the next meeting.

Chair Bumgarner stated that it is time for the nomination of officers. He appointed Mr. Ensley, Ms. Hyatt, Mr. Morris and Ms. Francis to serve on the committee to nominate officers. It was also recommended that they nominate the Board Liaison and Trustee Foundation Directors. The committee was reminded that the Chair and Vice Chair can serve two terms. The committee will report at the next meeting.

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

**Mr. Ensley made a motion to return to Open Session. Ms. Melville seconded the motion and the Board unanimously approved the motion.**

Chair Bumgarner stated that discussion of the President's Evaluation took place during Closed Session and acknowledgement of the evaluation will be sent to the System Office.

**There being no further business, the meeting adjourned after a motion from Ms. Melville and seconded by Ms. Hyatt. 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
- Accounts Receivable Write-Offs
- Letter from Office of State Auditor
- May Personnel Report
- Adverse Weather and Emergency Closings
- Solicitation and Public Assembly
- FA Veterans Audit Results
- Trustee By-Law Change
- April Executive Summary

Respectfully submitted,

Teresa Starrs, Secretary  
Board of Trustees