



**Haywood Community College
Board of Trustees
Minutes
April 20, 2011**

The Haywood Community College Board of Trustees held its regular meeting on Wednesday, April 20, 2011 at 4:10 p.m. in the Board Room of the Administration Building. The following persons were present:

TRUSTEES

Mark Bumgarner, Chair
Lynne Barrett
Charles Boyd
Brian Briggs
Neal Ensley
Dean McMahon
Mike McConnell
Peggy Melville
Bob Morris
Patsy Rogers
Steve Sorrells
Nicole Owen, SGA President
Rose Johnson, President

STAFF

Chad Bledsoe
Debbie Davis
Karen Denney
Steve Heulett
Laura Leatherwood
Teresa Starrs
Buddy Tignor
Annemarie Timmerman

VISITORS

Pat Smathers, Attorney

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 Mr. Ensley.

Approval of Minutes

Ms. Melville made a motion to approve the minutes as presented. Mr. Morris seconded the motion and the Board unanimously approved.

Report of SGA – Nicole Owen Reporting

Ms. Owen provided the SGA Report which is included in today's packet. Dr. Leatherwood recognized Ms. Owen for receiving the HCC Outstanding Leadership Award. Ms. Owen introduced the school mascot, the Bobcat. New SGA Officers will be working on the naming of the mascot in the fall.

Other HCC Information

Dr. Tignor gave an update on the Woodmen's Meet. He stated that HCC won 1st place overall at Penn State. Daniel Jones won the region and gets a paid trip to compete at nationals in Oregon.

Report of Committee on Buildings and Grounds – Neal Ensley Reporting

For Action

Mr. Ensley stated that the committee had several action items for approval. **He stated that the Committee on Buildings and Grounds moves to approve the implementation of a modified Phase Three (3) of the Water Line Project. The Board unanimously approved the motion.**

The Committee on Buildings and Grounds moves to authorize three (3) Board of Trustee members to approach Junaluska Sanitary District to negotiate a waiver of fees in exchange for an easement for the purpose of installing a water line along Jones Cove Road that will cross HCC property with requirements that all destructed property would be repaired. The Board unanimously approved the motion.

The Committee on Buildings and Grounds moves to authorize Civil Design Concepts to obtain permission for a feeder line across Armory Drive and a check-valve for the Armory feed. The Board unanimously approved the motion.

Mr. Ensley stated that the Board had previously approved a process for architectural field orders. The County Commissioners has requested that Trustees pass a resolution regarding Change Order Process. The Committee on Buildings and Grounds approved a motion earlier today to approve an amended resolution that was presented. The resolution that is included in today's packet is being presented with the amendment of removing the 6th "Whereas" paragraph. **The Committee on Buildings and Grounds moves to approve the resolution with the aforementioned amendment. The Board unanimously approved.**

The Committee on Buildings and Grounds moves to give authority and responsibility to administration to clean up any equipment, machinery, etc. at the sawmill area and to remove any of these items that does not have a designated use. The Board unanimously approved the motion.

Report of Committee on Finance – Peggy Melville Reporting

For Action

Ms. Melville moved to approve the write-off accounts receivable in the amount of \$5,531.82 for FY 2007-08 deemed uncollectible as of April 20, 2011. Mr. Sorrells seconded the motion and the Board unanimously approved. The Board unanimously approved.

Report of Committee on Personnel – Lynne Barrett

For Information

Dr. Barrett informed Trustees that the President's Evaluation packet is being distributed today. A cover letter has been provided by Dr. Johnson, along with the evaluation instrument where she has provided examples for each of the criteria. As the cover letter states, the evaluations will need to be returned to Dr. Barrett in the self-addressed envelope by Wednesday, May 4th. Dr. Barrett will tabulate the results and they will be presented and discussed with Dr. Johnson at the May 18th meeting. Some discussion took place regarding the new bill being brought forward to

make evaluations open to the public. Mr. Briggs asked if the President is under contract. Chair Bumgarner responded that the contract is part of the annual review and yes the President has a rolling contract one year out. Dr. Johnson stated that if Trustees need additional information other than what is provided under the examples, they are to contact either her or Dr. Barrett.

Report of Committee on Technology, Education and Student Affairs – Steve Sorrells Reporting

For Action

Mr. Sorrells stated that the Committee on Technology, Education and Student Affairs moves to approve the fee changes as presented and included in today's packet. The Board unanimously approved the motion.

Mr. Sorrells stated that the Committee on Technology, Education and Student Affairs moves to approve the Curriculum Program changes as presented. He stated that Dr. Bledsoe reported on the changes being requested regarding curriculum programs during the committee meeting and Dr. Bledsoe has some additional information he would like to share. Dr. Bledsoe provided a summary of items reviewed by the academic team which included: employment data, enrollment data, FTE, number of graduates, individual courses with less than seven, course offerings by program, and the new funding model. Dr. Johnson pointed out that with the new funding model, applied technology programs will be getting more funding. It is very important that we offer strong applied technology programs.

Dr. Bledsoe stated that the academic team compiled a list of recommendations and some of the recommendations did not come to pass. Dr. Johnson stated that once these are approved by the Board, the College must report them to SACS and also provide a teach-out plan. Mr. Sorrells asked if these changes went before the advisory committees of these programs. Dr. Bledsoe responded no that they went before the curriculum committee. Dr. Johnson explained that the department chairs/faculty are in continual contact with their advisory committee representatives and their input is used in making recommendations. Buddy Tignor and Steve Huelett agreed. Dr. Tignor provided some information regarding the proposed changes to the Horticulture Program. As currently structured, the program lost approximately \$60,000 - \$70,000 per year because instruction, supplies, and administration cost more than the program generated in program FTE. The graduation rate has been historically low. Students never complete their general education courses in this program. With the changes, the program will be offered as two certificates. When he put this recommendation forward he looked at the number that were graduating and thought students could retrain and with two certificates, be more employable. Further discussion took place.

Mr. Briggs asked about the budget and who provides the projections the College is using. Dr. Johnson stated that the College is currently making reductions to meet the cuts in the Governor's budget. When she receives the House and then the Senate budget, she will use the projected budget figures in each budget to develop different budget scenarios. For the past few years, she had led the college in creating three possible budgets. Final budget adjustments are made when the final State budget is approved. The college operates on a tight time line of making internal changes that allow it to meet projected budgets and provide students with the information needed

to register for classes. The suggested program changes before the Board will allow the College the flexibility to meet the Governor's budget. If additional budget reductions are made, further

cuts will have to be made. Mr. Briggs asked if Trustees have any flexibility as to making these changes now and what are other ways to reduce the budget. Dr. Johnson responded that the College loses flexibility when it gets to the point that students start to register and that is now. Program changes must be made available to students at registration. Other options are to eliminate positions, courses, and programs. The proposal before the Board provides strong educational programs while preserving full time positions.

Dr. Johnson requested that Mr. Heulett provide information regarding general education. Mr. Heulett stated that Dr. Ralls informed faculty in the fall that they should prepare for a 10-15% budget reduction. At HCC, the academic leadership looked at every program on campus. The items reviewed included: enrollment trends, employment data, projected jobs, if programs are losing money, graduation trends. Further discussion took place. Dr. Johnson stated that Trustees need to also understand that in addition to many other cuts, the College is losing approximately \$586,000 of monies allocated to the Regional High Tech Center.

Chair Bumgarner called the question, those in favor of the motion: Dean McMahan, Mike McConnell, Peggy Melville, Neal Ensley, Lynne Barrett, and Patsy Rogers. Those opposed: Steve Sorrells, Charles Boyd, Brian Briggs, and Bob Morris.

President's Report

For Action

Dr. Johnson announced that Folkmoot would like to use the College facilities for their gala event this year. They have requested that the College consider allowing them to serve unfortified beer and alcohol for their donors. She had a conversation with the President at Blue Ridge Community College because her College Board has a policy that allows renters of college facilities to serve alcohol. Dr. Johnson is bringing this request forward on behalf of Folkmoot. She referenced the document from Blue Ridge CC that is included in today's packet and a motion for consideration. Also included in the packet is our current policy with revised wording that provides for alcohol to be served on an event by event approval. Dr. Johnson is bringing this forward as either a single event or as a policy change. Some discussion took place. **Mr. Sorrells moved that Trustees do not amend the College's current policy to allow alcohol be served on campus. Mr. Boyd seconded the motion. The Board unanimously approved the motion.**

For Information

Dr. Johnson stated that she reported at the last meeting that the College had been verbally informed that there would be no exceptions on the FTE Program Audit. However, she has since received notification that the Auditor's Office made a mistake and we will have an audit exception. This will be a small offense which she plans to challenge; however the College cannot challenge the exception until the official letter has been received.

There are three upcoming dates of which Trustees should be aware. Trustees are invited to attend the graduation dates and the dates for other events are for information only. The GED and Adult High School Graduation will take place on May 6, 2011. The Curriculum Graduations will be held on Thursday, May 12 and Friday, May 13. Mr. Morris will be attending the CAC graduation

on behalf of the Trustees. Mr. Bumgarner reminded Trustees that they should try to attend as many of the graduation ceremonies as possible.

Dr. Johnson announced that the Alumni of the Year has been selected and Hillard Gibbs has been selected. He was in the first forestry class of 1969 works in the Forestry field. He will be recognized at the Friday graduation event. Trustees will receive an invitation to a reception in his honor.

Mr. McMahon moved to approve a resolution be written on behalf of the Board of Trustees expressing appreciation to Dr. Bledsoe for his service to HCC. Mr. Sorrells seconded the motion and the Board unanimously approved.

Chair's Report

Chair Bumgarner distributed Committee Assignments to include Brian Briggs and Patsy Rogers. Once new officers are appointed in June, new committee assignments will be made.

Mr. Smathers provided an update on the Ingold and Durolast case. This case has been discussed in Closed Session previously. The Board of Trustees now needs to approve the agreement that

has been reached amongst the three parties. The building contractor for one of the College's roofing projects filed bankruptcy in August 2009 and the College was holding a retainage of \$40,312.75 for completion of the roof. At the same time, the building contractor owed Durolast \$20,390.50 for roofing materials. Durolast would not issue a warranty until they received their final payment. The bankruptcy trustee determined that this should not be a part of the bankruptcy estate and therefore an interpleader was filed in June 2010. The College deposited \$40,312.75 with the Clerk of Court. The agreement states that the College will pay \$20,390.50 to Duro-Last and Duro-Last will issue a warranty for its materials, etc. and that the remaining sum of \$19,922.25 will be reverted back to the College. **Mr. Ensley moved to approve the agreement. Ms. Melville seconded the motion and the Board unanimously approved.**

Ms. Melville made a motion to go into Closed Session for legal purposes at 5:50. Dr. Barrett seconded the motion and the Board unanimously approved.

Ms. Melville made a motion to return to Open Session. Dr. Barrett seconded the motion and the Board unanimously approved.

Dr. Johnson requested that the Executive Committee stay after the Board meeting.

There being no further business, **Mr. Briggs made a motion to adjourn at 6:30 PM. The motion was seconded by Steve Sorrells and unanimously approved.**

Respectfully submitted,

Teresa Starrs, Secretary
Board of Trustees

Documents on file with the minutes of this meeting:

Ethics Statement

March 16, 2011 Board Minutes

SGA Report

Resolution for County on Change Orders

FY 2007-08 Accounts Receivable Write-Offs

Curriculum Student Fees

Academic Program Terminations List 2010-11

Procedure from Blue Ridge CC

Draft Revised Alcohol and Drug Free Campus Policy & Procedure

DRAFT