

**Haywood Community College  
Board of Trustees  
Minutes**

**April 10, 2007**

The Haywood Community College Board of Trustees held its regular meeting on Tuesday, April 10, 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  
Larry Leatherwood  
Steve Sorrells  
Jim Stevens  
Heather Wines, SGA President

**STAFF**

Debbie Davis  
Karen Denney  
Janice Gilliam  
Teresa Melton  
Bill Rhodarmer  
George Rolland  
Debbie Trull

**VISITORS**

Peggy Manning, Enterprise/  
Mountaineer  
Pat Smathers

Rose Johnson, President

Chairman Ensley 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 future Board of Trustees meetings. A copy of this statement is on file with the minutes of this meeting. Dr. Leatherwood gave the invocation.

Chairman Ensley stated that the minutes of the March meeting were mailed for review. **Dr. Leatherwood made the motion to approve the minutes as mailed. Mr. Boyd seconded the motion and the Board unanimously approved.** The Closed Session Minutes for the March will be distributed later during Closed Session.

**Early College Update**

Dr. Gilliam introduced Dr. Doris Hipps, Principal Early College, and requested that she give an update on the program. Dr. Hipps reported the team has had it's planning session and spent many hours on the schedule and curriculum. The Early College Administration is currently accepting applications and will make selection of students on April 19, 2007. There will be a welcome reception in May and the Board of Trustees will get an invitation to the event. The second semester has gone much smoother than the first and the students are more settled. Dr. Hipps introduced two students, Michael Sutura and Glen Campbell. Both of these students gave a brief description of their views on the Early College program and the courses they enjoyed the most. Chairman Ensley thanked the Early College representatives for providing the update.

### **Report of SGA – Heather Wines Reporting**

A copy of the SGA report is on file with the minutes of this meeting. Ms. Wines also brought a copy of the Scrapbook which won either 2<sup>nd</sup> or 3<sup>rd</sup> place at the N4CSGA Conference.

### **Report of NCACCT – Larry Leatherwood Reporting**

#### Summary of Comments

Dr. Leatherwood received an update regarding the current search process for the NCACCT Executive Director search. He reported that the Search Committee narrowed down the application packets from ten to five last Saturday, March 31 and they are scheduled to interview those five applicants on April 30. The Search Committee will narrow down the search to two applicants after the interviews and the full Executive Board of the NCACCT will then interview the two final candidates.

Dr. Leatherwood mentioned the unfinished business of the letter that was tabled at the last meeting. After receiving some updates from the NCACCT office, the Senate Bill 449 is in the Higher Education Committee and there is talk that the bill will never make it out of committee. There is a lot of inside work being done on the bill. The suggestion from the NCACCT office is that in lieu of us sending this letter as a Board of Trustees, if Trustees had any personal contacts with legislators, the Trustees should talk to them about the concerns for this particular bill. It is felt that it will not come out of committee and therefore will not be an issue.

### **Alumni Efforts – Steve Sorrells Reporting**

Mr. Sorrells stated that he will begin assisting with the alumni efforts at the College. He has also spoken with several other alumni that were interested in assisting. Dr. Johnson mentioned that there are some members of the Foundation Directors that have been working on this effort along with an individual member of the community. They made a presentation to faculty/staff in determining the interest in this effort. Once the new director for the Foundation is on board, efforts will begin anew on this effort. Mr. Sorrells informed everyone of the effort made by the Forestry graduates at the Echoes festival. Several members of the Board expressed an interest in participating. These included Charles Boyd, Larry Leatherwood, Mark Bumgarner, and Ellene Francis. Some further discussion took place.

### **Report of Committee on Buildings and Grounds – Charles Boyd Reporting**

#### For Action

Mr. Boyd reported that he had one action item for approval today. **He made the following motion, “Be it resolved, that the Board of Trustees of Haywood Community College approve the list of Student Center Design candidates as presented – PBC+L Architecture, Masters Gentry Architects, PA and Clark Patterson Associates. The motion was seconded by Dr. Leatherwood.** Ms. Trull gave an update on the process. She stated that a notice was sent out and these three companies were recommended to the Committee on Buildings and Grounds based on past history. PBC+L is the top candidate and negotiations will begin soon on the contract. **The Board unanimously approved the motion.** Dr. Johnson also stated that there was a request to post in the local newspaper an advertisement anytime we are requesting information or have a project. The College will be doing that from this time forward.

For Information

Mr. Boyd gave an update of the Master Plan. He requested Ms. Trull to give any additional information. Ms. Trull stated that Woolpert Inc. was about 40% complete with first conceptual drawing and that a meeting would be scheduled soon with the Committee on Buildings and Grounds to review the progress.

Ms. Trull also gave an update on the Center for the Advancement of Children. She reported that after a meeting with contractors last week, they are about 30% complete. There were a few delays in the winter, but are progressing well to this point. They have worked on the sewer and water lines over the past couple of weeks. They began pouring concrete for the foundation on Friday. The projected completion date from the contractor is mid November. However a change order has come through on the dirt removal and it may be extended past November.

Mr. Boyd requested Ms. Trull report on the Storm Water Permit. Ms. Trull reported that there was an on site inspection several months ago and the recommendation from that individual was that the College request the permit be rescinded, because the sawmill is no longer in operation. That permit has been rescinded.

**Report of Committee on Finance – Mark Bumgarner Reporting**

For Action

Mr. Bumgarner reported that the Committee on Finance has a couple of action items. The first is the Preliminary Institutional Budget FY 2007-08. There is a summary of budget information provided in today's packet. Mr. Bumgarner explained that in State Funds the College would receive an increase of \$399,679, as a result of increased FTE. Ms. Denney explained that FTE curriculum funding for next year is based on FTE earned this year. We are anticipating an increase of 45 in curriculum and an increase of 53 in occupational extension. Literacy had a decrease of 6. These FTE translate into dollars of an additional \$399,679. Mr. Bumgarner further explained the state funds by referencing the budget purpose allocation sheet which breaks down the budget by category.

Dr. Johnson shared with the Committee the overriding principals for establishing the budget. One of the major changes in the budget was in faculty contracts. The NC Community College System initiated a change in faculty contracts from 12 months to 9 months. Currently, the College is in a transition period and is moving contracts to a 10.5 contract. There will be a need for additional contracts for summer and those will be offered on an as needed basis. Another change is the decrease in the executive management budget, by \$111,000. These monies are being used toward instructional support functions. Mr. Bumgarner explained the other priorities. A copy of the list is included in today's packet. County funds, federal funds, other funds and construction funds are also included in the Institutional Preliminary Budget. Mr. Bumgarner requested Ms. Denney give some information regarding the construction funds. Ms. Denney explained that the Golden Leaf Grant provided the College with additional construction funds and funds for the Center for the Advancement of Children. Mr. Bumgarner informed Trustees that the County Funds had not yet been approved. **Mr. Bumgarner made a motion that the Committee on Finance recommends that the FY 2007-08 Institutional Preliminary Budget for Haywood Community College be approved as presented. Mr. Boyd seconded the motion.** Further discussion took place regarding summer session and self-supporting classes and

why the summer session is not funded through the legislature. After discussion, the Board unanimously approved the motion.

Mr. Bumgarner brought forward the next action item, Accounts Receivable Write-Offs for 2003-04. He stated that procedures have been put in place over the past couple of years to keep write-offs to a minimum. Some explanation took place regarding write-offs and how they accumulate. **Mr. Bumgarner made the motion to approve the Accounts Receivable Write-Offs for 2003-04 in the amount of \$10,407.66. The motion was seconded by Mr. Stevens.** Ms. Denney explained that the College still makes every effort to collect past write-offs. She stated that \$1,300 has been collected thus far for last year's write-off amount. The Board unanimously approved the motion.

Mr. Bumgarner explained that the College has been notified that the IRS business standard mileage rate has increased to 48.5 cents per mile. The College currently pays a reimbursement rate of 40.5 cents per mile and is making a request to increase this rate to 44.5 cents per mile. **Mr. Bumgarner made the motion that the Committee on Finance recommends that the Board of Trustees establishes as its standard business mileage rate, 44.5 cents per mile as of July 1, 2007. The motion was seconded by Dr. Leatherwood and the Board unanimously approved.**

#### For Information

Mr. Bumgarner requested that Dr. Johnson give an update on the ½ Cent Sales Tax Bill. Dr. Johnson reported that she has spoken with State Representatives and that the bill is currently in the Finance Committee of the House and Senate. The House will need to pass the bill first and thus far there is no activity to put the bill on the agenda. Dr. Johnson will be visiting legislators on April 23<sup>rd</sup> to make them aware of the great need for the bill to be passed. Dr. Leatherwood stated that there are several bills similar to this issue and that they may be lumped together as a state appropriations bill. Dr. Johnson stated that a copy of the Finance Committee contact information is provided in today's packet and she suggested that Trustees contact the members of the Finance Committee to express their desires to have the bill passed. These bills are SB627 and HB71. Some discussion took place regarding the bills. Dr. Leatherwood reminded everyone that at the last meeting Trustees postponed a letter to be sent regarding a bill limiting Trustees terms. **Dr. Leatherwood made a motion to table the letter indefinitely. The motion was seconded by Mr. Bumgarner and the Board unanimously approved.**

### **Report of the Committee on Personnel – Ellen Francis Reporting**

#### For Action

Ms. Francis informed Trustees that there were two employees proposed for ratification. She asked Ms. Trull to provide information on the two employees. Ms. Trull stated that these two employees would be filling new positions. Ms. Debra Hannah, Center for the Advancement of Children Assistant Teacher and Ms. Sara Galvin, Center for the Advancement of Children Director. Ms. Hannah has a certificate in Early Childhood from HCC and Ms. Galvin has a BA in Child Development from WCU. **Ms. Francis made the motion that the Board of Trustees ratify these two employees as presented. Mr. Bumgarner seconds the motion and the Board unanimously approves.**

For Information

A report of personnel is included in today's packet. Ms. Trull gave further details on the information provided on the report.

Ms. Francis requested that Dr. Johnson provide information on the Presidential Evaluation packet. Dr. Johnson informed Trustees that a summary sheet was provided to inform Trustees of the items included in the packet. She explained some of these items in detail. The evaluations should be returned to Charles Starnes no later than April 17, 2007.

**Report from the President**

For Information

Dr. Johnson reported that the April Executive Summary was included in today's packet. She highlighted some bullet points throughout the report. She also informed Trustees that a Trustee Orientation was provided and Debbie Hyatt was in attendance. Ms. Hyatt remarked that the administration did a great job and she was provided some very valuable information.

Dr. Johnson provided Trustees with a status report on the Tobacco Free Campus, a copy of this information is provided in today's packet. The policy has not been initiated, but that input is being gathered from faculty/staff and students. Also included in today's packet is a letter from Stanly Community College inviting the College to participate in a presentation on best practices for becoming a tobacco free campus. We hope to have some administrator attend the presentation.

**Chairman's Report**

For Information

Chairman Ensley invited everyone to attend the REAL Graduation Reception on May 3 at 12:00 in the Conference Room of the Student Center.

Chairman Ensley also reminded Trustees of the Graduation Ceremonies on May 11, 2007 at 7:00 PM. Please RSVP to Ms. Melton your plans to attend.

For Action

Chairman Ensley informed Trustees that Closed Session Minutes from the March 13, 2007 Board of Trustees Meeting would be distributed during Closed Session and should be voted on after returning to Open Session. He stated that the Trustees could review and if there was a need for discussion this could be done in closed session. Chairman entertained a motion to go into Closed Session. **Dr. Leatherwood made a motion to go into Closed Session to discuss a personnel issue. The motion was seconded by Mr. Boyd.**

**Mr. Boyd made a motion to return to Open Session. The motion was seconded by Ms. Frances.**

**Mr. Bumgarner made a motion to approve the Closed Session Minutes for March 13, 2007. The motion was seconded by Ms. Hyatt 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
- SGA Report
- List of Student Center Design Candidates
- 2007-08 Institutional Preliminary Budget
- Accounts Receivable Write-Offs 2003-04
- Standard Mileage Rate
- Report of Personnel
- President's Evaluation Packet
- President's April Executive Summary
- Status of Tobacco Free Campus
- Stanly CC Letter

Respectfully submitted,

Teresa S. Melton, Secretary  
Board of Trustees