

**Haywood Community College  
Board of Trustees  
Minutes**

**May 8, 2007**

The Haywood Community College Board of Trustees held its regular meeting on Tuesday, May 8, 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  
Rolf Kaufman  
Larry Leatherwood  
Peggy Melville  
Terry Rogers  
Steve Sorrells  
Charles Starnes  
Jim Stevens  
Heather Wines, SGA President

**STAFF**

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

**VISITORS**

Pat Smathers  
Amanda Wilkinson,  
Incoming SGA President

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 Board of Trustees meetings. A copy of this statement is on file with the minutes of this meeting. Steve Sorrells announced that he gave a donation of bedding plants to the College and hoped that didn't cause any type of conflict. Ms. Melville gave the invocation.

Chairman Ensley stated that the minutes of the April 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 April will be distributed later during Closed Session.

**Report of SGA – Heather Wines Reporting**

A copy of the SGA report is on file with the minutes of this meeting. Ms. Wines introduced Amanda Wilkinson, upcoming SGA President. Ms. Wilkinson will be sworn in at the next meeting. Ms. Wines also showed a short power point of the events over the past year.

## **Report of HCC Foundation – Mark Bumgarner Reporting**

### Summary of Comments

Mr. Bumgarner stated that a Funds Management Agreement needs to be approved by the Board of Trustees. The purpose of the agreement is to address contributions that were donated to the College prior to the formation of the Foundation. These funds need to be transferred and managed by the Foundation. Mr. Smathers created the document, with the assistance of College administrative staff. These funds are endowments and will be designated in their individual accounts. The total of \$118,620.98 will be transferred to and managed within the Wachovia trust fund with the other Foundation funds. Some discussion took place regarding interest and designation. Currently there is over \$800,000 in the trust fund. **Mr. Bumgarner made the motion that the Board of Trustees adopt this agreement as presented. Mr. Sorrells seconded the motion** and Chairman Ensley asked the question if the Board wanted to table the agreement for review over the next month. The Board chose to move forward with the agreement and **unanimously approved the motion.**

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

### Summary of Comments

Dr. Leatherwood stated that the selection committee met and evaluated five applicants for the Executive Director position of the NCACCT (NC Association of Community College Trustees) and narrowed the candidates down to two. A meeting is scheduled for May 20 for the NCACCT Executive Committee to interview the two candidates. Hopefully that person will be named and be at the June 14-15 conference. Dr. Leatherwood has no status on the bills mentioned at the last meeting.

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

### Summary of Comments

Mr. Rogers requested that Ms. Trull give an update on the Emergency Response Plan. Ms. Trull stated that after the Virginia Tech incident, Dr. Johnson requested staff get together and review the College's Emergency Response Plan. She stated that administrative staff, Tim Lindsey, Security Chief and Jeff Haynes, Coordinator of BLET Training met and reviewed the current Emergency Response Plan. It was learned that the Haywood County Public Schools have recently revised their plan and Jeff Haynes helped develop the plans. He felt that the Tuscola plan was the most comprehensive. Both plans will be reviewed and merged together for the best plan. One of the good things about using the Tuscola High School model is that the EMT, law enforcement offices, and first responders are all trained for following the procedures in the model. Each room will have a packet of information including procedures for handling any type of emergency. The College is also assigning building coordinators to be responsible for communication within the building. New procedures are being developed and will be included in the information packet. Radios will be used for communicating. There are also some other tools that can be used. The College is looking at the computer system to see if it can be used as a tool. Any monies needed to implement the plan will have to come from county funds. Some type of alarm system is also being reviewed for prices.

Ms. Trull referenced the sheet that was included in today's packet. All these bills will impact state construction. She reviewed the bills briefly and advised Trustees that these bills could be

found online and advised them to review them at their leisure. Some discussion took place regarding the bills.

Ms. Trull gave an update on the Center for the Advancement of Children. She reported that the interior walls are currently being installed and the project is on schedule, with completion by the end of fall semester. The project regarding the Student Center is still being evaluated. The College is nearing completion of the planning for the addition to the café. Dr. Johnson reported that administration has targeted the 400 building for the Haywood Early College High School with renovation to be completed before fall semester begins. Some discussion took place regarding the Center for the Advancement of Children and funds. Dr. Johnson reported that funding still needs to be provided for the furnishings and playground. December is the completion date for the Center. The advisory committee for that facility continues to meet and review options. Ms. Melville mentioned approaching Kiwanis Club for funding for the playground equipment. Some discussion took place regarding a request of Kiwanis. Application requests should be submitted in the fall. Duke Endowment has implied there is potential for additional funding from that organization to support the project. Individual donors who previously contributed to the project are going to be notified of additional items needed for completion.

Mr. Rogers stated that during the Committee meeting notation was made regarding the hard work of Ms. Debbie Trull on this project and he wanted to share that with the full Board.

### **Report of Committee on Educational and Student Affairs – Larry Leatherwood Reporting**

#### For Action

Dr. Leatherwood reported that the Committee met last week and there are two items for action. The first item is a request to submit program applications to offer Early Childhood Associate/Special Education program and a certificate in Infant/Toddler Care. He requested that Mr. Rhodarmer give an update on this item. Mr. Rhodarmer reported that these are a couple of additions that the Early Childhood programs can include and it won't cost anything to add the online courses. Once the Center is finished the College is looking at adding some on-site classes. Dr. Leatherwood remarked that this is an excellent compliment to the new Center and **he made the motion that the application be approved. Mr. Bumgarner seconded the motion and the Board unanimously approved.**

The second item pertains to the termination of the Film and Video program. There is a handout included in today's packet. Dr. Leatherwood asked Mr. Rhodarmer to give a report regarding the request. Mr. Rhodarmer stated that the program has struggled since it began and has lost money every year. This year's preliminary budget called for a part-time with benefits instructor. Mr. Rhodarmer noted that jobs in Haywood County are limited and the program is about 3% of the total enrollment of all programs and is requesting 11% of the budget for equipment. Facility issues and low student enrollment has been a concern. These issues were presented to the HCC Curriculum Committee and they voted to recommend termination of the program to the Trustees. The instructor will continue to teach some of the courses, which can be offered in the Associate in Arts as electives, and some continuing education certificates and photography courses. Courses will continue to be offered until currently enrolled students have graduated or withdraw from the program. Resources will be better allocated to other programs. A-B Tech created the paperwork for the program, but no follow-up has been seen to implement the program. **Dr.**

**Leatherwood stated that based on the recommendations and the information provided, the Committee makes a motion to terminate the Film and Video Program. The motion was seconded by Mr. Starnes.** Some discussion took place. **The Board unanimously approved.**

For Information

Dr. Leatherwood stated that a report was provided regarding a request from the system office for class visits for Adult Education, HRD, and Compensatory Education. He requested that Dr. Gilliam give an update. Dr. Gilliam reported that as senior administrator over adult education, or a designee, must visit ten percent of the off-campus classes each term and that the Adult Education instructor's supervisor must make at least one visit each term to fifty percent of all classes. These visits become part of the audit conducted each year.

Dr. Gilliam also gave a SACS update. She reported that the College has been writing the compliance certification, which is due March 14, 2008. The College is also narrowing the QEP topic. Data has been collected over the past year from focus groups, faculty, staff, students, the Board of Trustees and the community. The College is also working on a report to SACS on any substantive changes. This report will become an annual report to the Board, as no report has been filed since 2000, in response to the last reaffirmation. Substantive change involves any change in physical location of a program and delivery method of courses (such as distance learning). Mr. Rhodarmer gave some data regarding the delivery method stating that most of General Education courses are offered on-line. Some discussion took place.

Dr. Leatherwood reported that some conversation relative to faculty contracts and those moved from 12 month to 9, 10 and 11 months took place during the Committee meeting. Dr. Johnson shared the analysis, which is included in today's packet. He requested that Dr. Johnson give a report on the information. Dr. Johnson reported that the program areas are trying to live within their budget. Therefore, over a period of time the College is shifting faculty contracts to nine months which was mandated by the legislature in 2002. Haywood Community College had not made the shift previously and there were only a few faculty on nine month contracts. This is the reason why the College has had a hard time trying to balance the budget. In 2006-07, the College began moving faculty to nine month contracts. In 2007-08, the College is moving the remaining faculty to nine month contracts. The division – department chairs are being moved to 11 month contracts. The College is offering part-time contracts for summer term for courses that are being offered. The College does not receive FTE funding for the summer term and that is another reason the state mandated moving faculty to nine month contracts several years ago. Some discussion took place regarding moral, benefits, possible loss of faculty, and program demand.

**Report of the Committee on Personnel – Charles Starnes Reporting**

For Action

Mr. Starnes informed Trustees there was one full-time employee proposed for ratification. He stated that Monica Shuford will be replacing Laura Leatherwood in the position of Director of Institutional Advancement. He referenced her education and salary. He asked Ms. Trull to provide any additional information. Ms. Trull stated that Ms. Shuford will be a great addition to the staff and that she came very highly recommended. Ms. Shuford previously worked at two different community college in different capacities. She has been involved in fund raising and administration. Dr. Johnson reported that she is interested in alumni development and that she did her dissertation on that topic. **Mr. Starnes moved that the Board of Trustees ratify the**

**hiring of Ms. Shuford. Dr. Leatherwood seconded the motion and the Board unanimously approved.**

For Information

A report of personnel is included in today's packet for information only.

Mr. Starnes complimented Ms. Trull on her hard work.

Mr. Starnes stated that the item regarding the President's Evaluation will be conducted later in Closed Session.

**Report from the President**

For Information

Dr. Johnson reported that the May Executive Summary was included in today's packet. She highlighted some bullet points throughout the report. The first was in reference to the President's Advisory Council which met and voted to change their name to the College Advisory Council. At the next meeting the group will select a co-chair and the co-chair will become a member of the President's Administrative Council and share in making some of the tough decisions that have to be made regarding budget, programs, etc. She is also researching the idea of allowing this person to serve in a non-voting capacity on the Board of Trustees.

Dr. Johnson referenced the ½ cent sales tax insert included in today's packet. The insert gives details regarding the contact efforts made regarding the ½ cent sales tax bill, which Dr. Johnson explained to Trustees. She also requested that the Trustees make contact with representatives listed on the enclosed insert. Some discussion took place.

Dr. Johnson stated that a survey to faculty, staff and students has been administered regarding a Tobacco Free Campus. The results have not been tabulated, but will be summarized and reported at a future meeting.

Dr. Johnson gave an update on potential County Budget monies. She stated that during a conversation with David Cotton he gave some encouraging news regarding funding for the College and that it is a top priority. More details will be forthcoming. The College will be presenting the Master Plan at a future meeting of the County Commissioners and the plan will show potential use of the acreage requested from the County. Mr. Bumgarner requested an update regarding the Clyde Property flood monies. Dr. Johnson stated that Mr. Cotton was supposed to have a confirmation two weeks ago, but has not yet received it. Additional funding for the property has been approved. There is a potential for about 25% more money.

**Chairman's Report**

For Information

Chairman Ensley reminded Trustees of the Graduation Ceremonies on May 11, 2007 at 7:00 PM. Trustees should be here at 6:30 PM. Please RSVP to Ms. Melton your plans to attend.

Chairman Ensley referenced the Lake Junaluska Sanitary District Agreement and requested an update. Mr. Smathers remarked that the topic should be discussed in Closed Session.

For Action

Chairman Ensley reminded Trustees that he mailed a notice of the Nominating Committee members. He requested a report from that Committee. Ms. Francis, Chair Nominating Committee informed Trustees that the Nominating Committee is **recommending the following slate of officers: Peggy Melville, Chair; Mark Bumgarner, Vice Chair; and Teresa Melton, Secretary.** Chairman Ensley gave Trustees the opportunity to make any secondary nominations. There being none, Chairman Ensley called for the closing of the nominations of officers and requested a second to the recommendations of the Committee. **Mr. Starnes seconded the motion and the Board unanimously approved.**

Chairman Ensley called for any additional comments before going into Closed Session. He also reminded Trustees that the minutes of the Closed Session for April 10, 2007 will be distributed during Closed Session.

Ms. Melville informed Trustees that she was required as the Trustees Ethics Liaison to attend another Ethics training session. It was the same session she attended previously.

**Dr. Leatherwood made a motion to go into Closed Session. The motion was seconded by Ms. Melville and the Board unanimously approved.**

**Mr. Bumgarner made a motion to approve the Closed Session Minutes for April 10, 2007. The motion was seconded by Ms. Melville 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:

- SGA Report
- Funds Management Agreement
- Emergency Response Plan Update
- House Bills Insert
- Early Childhood Associate/Special Education Insert
- Film and Video Data
- Faculty Contracts Information
- Report of Personnel
- May Executive Summary
- Memo on ½ Cent Sale Tax

Respectfully submitted,

Teresa S. Melton, Secretary  
Board of Trustees