



**Haywood Community College
Board of Trustees
Board Meeting
October 7, 2013**

The Haywood Community College Board of Trustees held a meeting on Monday, October 7, 2013 at 3:00 p.m. in the Board Room of the 100 Building. The Following persons were present:

TRUSTEES

Richard Lanning, Chair
Patsy Rogers, Vice-Chair
Mitchell Powell
George Marshall
Brian Briggs
Charles Boyd
Patsy Dowling
Bill Yarborough
Bill Barker
Mary Ann Enloe
Susan Sorrells

STAFF

Karen Denney
Laura Leatherwood
Debbie Davis
Marlowe Mager
Deborah Porto
Teresa Starrs
Laura Simmons

Visitors

Monroe Miller
Mike Harris
Chuck Stihl

Dr. Barbara Parker, BOT Secretary
Pat Smathers, Attorney
Erica Vaughn, Transcriber
Barbara Stoudeville, SGA President
Justin Stocker, IT

Call to Order, Ethics

Chair Lanning called the meeting to order at 3:00 p.m. Chair Lanning requested a roll call and determined that a quorum was present. Vice Chair Rogers then followed with Prayer. Chair Lanning read the Ethics Statement and determined that no conflicts were identified. The Ethics Statement can be found on electronic page 3 of today's packet.

Approval of Consent Agenda

Chair Lanning called for a motion to approve the Consent Agenda. Included on the Consent Agenda were, the minutes for the September 3, 2013 Board meeting, Approval of Agenda, and Approval of Mandated policy revision; Policy 3.31 – Weapons on Campus, Policy 5.4 – Student Rights & Code of Conduct, and Policy 6.7 – Disciplinary Action, Suspension, and Dismissal. Trustee Dowling made the motion to approve the Consent agenda. The motion was seconded by Trustee Briggs. The motion was duly passed. The minutes can be found on electronic page 6 – 9

of today's packet. The mandated policy revisions can be found on electronic page 10 - 17 of today's packet.

SGA President's Report – Dr. Parker introduced Barbara Stoudeville. Ms. Stoudeville is replacing Mr. Coward. Mr. Coward resigned as SGA President for personal reasons. Ms. Stoudeville gave a brief summary on the SGA's August, 2013 meeting. The report can be found on electronic page 19 - 20 of today's packet.

President's Report

President's Report – Dr. Parker reported to the board on a number of events for the month of September. She congratulated Wayne Grady and the Medical Assisting program on receiving the accreditation for 10 years and reported on a potential partnership opportunity for the nursing students that Wendy Hines and Dr. Tignor are working on with Midwest. This would give the nursing students the opportunity to have some training in an actual simulated lab. Dr. Parker stated more information should be available to share with the Board at the November meeting.

NCACCT Leadership – Dr. Parker gave a brief summary concerning the conference. She introduced Trustee Powell who gave a summary on the New Trustee Orientation session at the conference. Trustee Powell referred to the NC Community College Trustees Manual: Building Student Success, Roles, Responsibilities, and Relationships. Copies of the manual were provided to the Board. Trustee Boyd provided a summary on Dealing with Diversity. The session was titled Broken Spirits need Healing. This program was setup at Halifax Community College. Trustee Marshall provided a summary on the Ethics training. Chair Lanning provided a summary on the House Bill 937 (amendments to firearms laws). Dr. Parker presented a summary on Student Success Stories. During this session a student from Mayland CC and Central Piedmont CC provided insight to what a privilege it is to get an education.

Student Success – Dr. Parker provided background information on the Student Success Learning Institute. HCC was lucky enough to make it into the first round of this program. Dr. Leatherwood, Dr. Tignor, Dr. Mager and Greg McLamb will be representing the college. Their first session will begin in October.

Geothermal Grant Update: Dr. Porto updated the board on the grant in relation to the editorial in the Mountaineer last week. Project details include: (1) This is a \$50,000 grant, (2) term is one year, (3) and there are four goals associated with this grant.

- The first goal is to construct a demonstration precooling unit.
- The second was to document the cost savings of Geothermal Cooling to traditional methods.
- The third is to create a professional workforce development program in continuing education around this activity.
- The fourth was to create an educational unit on Geothermal Cooling within a new HVAC certificate in our curriculum program.

Dr. Parker updated the Board on an Entrepreneurial Grant for which the college has applied.

Report by Dr. Tignor, V.P. of Academics

Academics Division – Dr. Tignor presented a summary of the Academics Division. He highlighted HCC’s Mission and Goals. HCC has 37 different curriculum programs, some of which are very unique to HCC. These include Creative Arts Natural Resources and Early Childhood Education. Each program has a state curriculum standard that has to be followed. The report can be found on electronic page 23 – 30 of today’s packet.

Report by Ms. Teresa Starrs, Associate Director/Energy Manager

Project Updates - Ms. Starrs provided updates on several projects on campus. Phase III of the Waterline project is set to begin on October 14th. The anticipated time to complete this project is around 4 – 6 weeks. The lab furniture has been installed in the 3300 building. The plumbing and electric hook-ups are complete in the 3300 building and are ready for spring semester. Ms. Starrs also provided an update on the mass notification system and the Research House.

Report by Karen Denney, Vice President of Business Operations

Finance Reports – Ms. Denney presented the State Budget reports as of August 31, 2013 along with the Fiscal Year Institutional Budget. The budget was approved by the state and posted in September. Ms. Denney also presented an update on FTE totals. Teresa Starrs presented the County Budget reports as of August 31, 2013. The reports can be found on electronic page 33 – 39 of today’s packet.

Report for Committee on Finance – Trustee Brian Briggs

Institutional Budget – Trustee Briggs gave a brief summary on the 2013-14 Institutional Budget and brought a motion from committee to approve the 2013-14 Institutional Final Budget as presented. Because the motion came from a committee, it does not require a second. The motion duly passed.

Report for Foundation Board – Trustee Susan Sorrells

Trustee Susan Sorrells presented a Resolution to the Board of Trustees from the Foundation Board thanking them for 100% participation in the Foundation. Trustee Sorrells gave a summary of her presentation to the Foundation Board. Sherri Myers gave an update on the John G. Palmer Woodsmen’s meet and Jammin at the Mill Pond. The documents can be found on electronic page 44 – 45 of today’s packet.

Report from College Attorney- Pat Smathers

Request for Public Information – Mr. Smathers gave a report on Public Information and the manner in which community members can get information. Mr. Smathers gave brief summaries on General Statutes that pertained to requesting of public information.

Mr. Smathers referred to General Statute 132-1. This statute defines public documents. There are limitations to what is considered a public document. Electronic page 66, document page 13, paragraph 14 states that unless it is a document that is generated by this college in its normal course of business or it is a document that we receive in our normal course of business it is not a public document. Mr. Smathers also referred to 132-1.1 and 132-1.2 confidential communication.

132-6.2 sub-paragraph b – Mr. Smathers identified certain criteria that helps determine if we are required to provide documents/data. Mr. Smathers stated there is no obligation to provide the documentation/data requested if it is not a document that we normally generate, if it is not a document that we receive in our normal course of business, if the document is confidential.

The General Statutes provide by Mr. Smathers can be found on electronic page 47 – 75 of today's packet.

Dr. Parker provided a summary of the request received for four pieces of information concerning the Solar Chiller in the Creative Arts Building. Dr. Parker introduced Mike Harris and Chuck Stihl of Harris Control. Dr. Parker stated that we do not collect the four pieces of data as part of our daily operation that was requested. Minimal data has been collected in the past couple of weeks that relates to some of the four pieces of data requested. Based on general statutes as outlined by Mr. Smathers, we are denying the request unless directed by this board to collect and provide the data. The board discussed at length. Chair Lanning summarized that we do not have the data requested at this time. Dr. Parker stated that the data we currently have will be provided as requested.

Report by Mr. Richard Lanning, Chairman Board of Trustees

Chair Lanning called for a brief recess at 4:24 p.m. The Board resumed the Board meeting at 4:38 p.m.

Creative Arts Building – Chair Lanning gave a brief summary about a recent CAB Sub-Committee meeting. HCC will be submitting change orders for approval at the upcoming County Commissioners meeting. Chair Lanning stated that there will be another Sub-Committee meeting on October 8th. The Sub-Committee will be reviewing the other change orders at their October 8th meeting. Chair Lanning reminded the board that at a previous meeting the board had given the authority to the Creative Arts Building Sub-Committee to approve change orders on behalf of the Board. Chair Lanning requested that the board show approval of the change orders being presented at the upcoming Commissioners meeting by a show of hands. Chair Lanning requested that the record show that by a show of hands it was unanimous that the board supports the decision made by the Creative Arts Sub-Committee.

Student Success – There will be a Student Success Training Session at Southwestern Community College on September 29, 2014. This is provided by the Bill and Melinda Gates Foundation. Southwestern, Tri-County, and HCC will be participating in this session.

College Tours – Trustee Powell had requested a tour of the campus for Trustees that are interested. Ms. Myers will be arranging a couple of times for these tours.

Trustee Boyd asked that Dr. Parker pass along to the Grounds Team what a magnificent job they had done on the grounds.

Meeting Location Change - Chair Lanning discussed the layout of the board room. There was discussion about relocating the monthly board meeting to another location on campus that would provide more room.

Chair Lanning charged the board to familiarize themselves with the Mission Statement and Board Goals. It is important that all BOT members understand them.

Chair Lanning stated that we received formal approval on the 3-1 for the Sawmill Replacement Facility and the Public Services Training Facility. The formal approval was received on September 4, 2013. These projects have not been started due to the vacant Director of Campus Development position. Committees will be formed for these projects after the position is filled.

Chair Lanning called for a motion to go into Closed Session for potential legal issues [G.S. §143-318.11(a)(3)] Legal & Personnel at 4:52 p.m.. Trustee Boyd made the motion to go into closed session. Trustee Rogers seconded the motion. The motion duly passed.

Respectfully Submitted

Tammy R. Goodson, Transcriber

Documents include in the Board Packet

Ethics Statement

BOT Minutes – September 3, 2013

Policy 3.31: Weapons on Campus

Policy 5.4: Student Rights and Code of Conduct

Policy 6.7: Disciplinary Action, Suspension, and Dismissal

SGA Report

Academics Division Highlights

State Funds Budget Report

County Funds Budget Report

Final Budgeted FTE FY 2013-14

Budget Comparison for 2013-14

County Budget Final Appropriation for FY 2013-14

Institutional Final Budget FY 2013-14

Institutional Final Budget Resolution FY 2013-14

Resolution

Jammin Flyer

NCGSA 132-6.2

NCGSA 132-1.1

NCGSA 132-1.2

NCGSA 132-1