

## MINUTES OF THE MTCC BOARD OF TRUSTEES MEETING

The McDowell Technical Community College Board of Trustees met in formal session on Thursday, May 13, 2021 at 5:30 p.m. in the Universal Advanced Manufacturing Center Conference Room.

**Members in Attendance:** Bill Bach, Gwen Conley, Mark Garrett, Ray McKesson, Kay Medford, Donald Ramsey, Gary Stroud, Jim Washburn

**Members Absent:** Robert Ayers, Susan English, Nancy Hunter, Randy Hollifield

**Others present:** Dr. Brian Merritt, Ladelle Harmon, Madalyn Gaito, Ryan Garrison, Michael Lavender, Dean Stacy Buff, Dean Judy Melton, and Dean Beverly Watts

**Media:** None

**Call to Order** –6:00pm

Chairperson Stroud welcomed the board members and called the meeting to order.

**Prayer:** Kay Medford

**N.C.G.S. 5138A-15(e): Ethics Act**

Chair Stroud read the Ethics Awareness & Conflict of Interest statement. No conflicts were noted.

**Approval of Minutes** – Chairperson

Chair Stroud called for approval of the board minutes from the regularly scheduled meeting held on April 8<sup>th</sup>, 2021.

Kay Medford moved to approve the minutes with a correction on the meeting date-changed from April 2021 to April 8<sup>th</sup>, 2021. Gwen Conley seconded the motion. A vote was taken and the minutes were approved.

**Financial Report**

Financial Committee Chair Ray McKesson presented the county detail budget and the State appropriation budget for the month ending April 30, 2021. (handouts) Don Ramsey made a motion to accept the financial report. Jim Washburn seconded it, a vote was taken and the motion passed.

**Building and Grounds Committee Report** – Don Ramsey

Mr. Ramsey asked that Dr. Merritt update the trustees on the dedication of the Kim Ledbetter Food Pantry that was held on May 6, 2021. The Smith Academic Resource Center dedication has been postponed due to health issues with Ms. Sharon Smith.

**Personnel Committee Report – Kay Medford**

Mrs. Medford reminded trustees to return their completed President's Evaluation to Madalyn Gaito by June 1.

**Foundation Report**

Dr. Merritt reported that the Foundation Annual Meeting will take place on Tuesday, May 18, 2021.

### **McDowell County Education Committee – Dr. Merritt**

Dr. Merritt reported the committee met on April 24<sup>th</sup>. The County leaders reported that the budget is nearing completion. McDowell County Schools reported that they have been working with MTCC to move McDowell Academy of Innovation to the MTCC campus. Space will be utilized at Universal for more classes. The group congratulated Mark Garrett on being named the West Region Superintendent of the Year.

### **Chairman's Report – Chair Stroud**

1. Policy Amendment - BP 1.2 Policy Making Responsibility. BOT packets included the policy and the minutes from the Executive Committee meeting held on April 22. The Executive Committee voted to amend the policy to reflect that policies are given two readings with a vote being taken at the meeting where the policy is read for the 2nd time.
2. President's Evaluations - Evaluation forms were mailed in BOT packets and included a stamped envelope to return completed President's Evaluations as well as the BOT evaluation. Completed evaluations should be returned by Wednesday, June 1, 2021. The results will be viewed by Gary Stroud, Kay Medford (Personnel Committee Chair) and Madalyn Gaito. Results will be compiled and then presented to the Board on June 10, 2021. The Board will discuss the results with Dr. Merritt then the compiled results will be sent, with a letter detailing the evaluation process, to Chairman Blackwell and Bryan Jenkins by June 30, 2021.
3. Board Evaluations - Evaluation forms were mailed in BOT packets. Completed evaluations should be returned by Wednesday, June 1, 2021. The results will be compiled and presented to the Board at the meeting on June 10, 2021.

### **President's Report – Dr. Merritt**

#### **1. \*2022 Calendar Approval**

Trustees received a copy of the proposed calendar in their packets. It shows 12 Holidays for 2022 and 3 mandatory leave days. Ray McKesson made the motion to approve the proposed 2022 Calendar. Kay Medford seconded the motion. A vote was taken and the motion passed.

#### **2. BP 3.11 Sound Fiscal and Management Practices-1st Reading**

Trustees received a copy of the BP 3.11 in their packets. This is a state board requirement based on state board policy. A vote on the policy will be taken at the meeting in June

#### **3. BP 3.2 College Bookstore Operation-1st Reading**

Trustees received a copy of BP 3.2 in their packets. This policy reflects the move to a virtual bookstore. A vote on the policy will be taken at the meeting in June.

#### **4. Vision 2025 - Strategic Plan**

Trustees received a copy of the strategic plan in their packets. Dr. Merritt explained the four month process that led to the draft plan. Updates and

revisions will be solicited until the first week in June. The trustees will vote on the plan during the regular meeting on June 10, 2021.

#### **5. Campus Update**

Dr. Merritt referred Trustees to the update in their board packets.

Dr. Cross read the final report from the FY 2020-21 compliance review dated May 5, 2021 from the NC Community College System stating that there were no findings for the sample of records pulled from the Institution Class Reports (ICR), programs, policies, and procedures for the 2019-20 reporting period.

#### **Other**

Mark Garrett announced that the McDowell County Board of Education re-appointed Ms. Kay Medford as an MTCC for another four year term.

#### **Announcements**

- MTCC Graduation – Friday, May 14, 2021. Drive through event at the Universal Advanced Manufacturing Center.
- Smith Academic Resource Center dedication has been postponed due to health issues with Ms. Sharon Smith. This event will be rescheduled when Ms. Smith is able to attend.
- Reception for Commissioner of Labor, Josh Dobson – Thursday, May 27, 2021. Mr. Bach volunteered to attend.

#### **Adjournment**

Don Ramsey moved that the meeting be adjourned. Mark Garrett seconded the motion and the meeting adjourned at 7:10pm.

The next regular meeting of the MTCC Board of Trustees is scheduled for Thursday, June 10th, 2021.

Respectfully submitted,

Dr. Brian S. Merritt  
Secretary to the Board