

## MINUTES OF THE MTCC BOARD OF TRUSTEES MEETING

The McDowell Technical Community College Board of Trustees met in formal session on Thursday, April 11, 2019 at 6:00p.m in Dogwood building boardroom. Meal was provided at 5:30 p.m.

**Members Present:** Greg Barksdale, Gwen Conley, Susan English, Randy Hollifield, Kay Medford, Boyd Phillips, Donald Ramsey, Gary Stroud, Jim Washburn

**Others present:** Administrators/Staff: Dr. John Gossett, Dr. Penny Cross, Ryan Garrison, Ladelle Harmon, Stacy Buff, Madalyn Gaito and Michael Lavender

**Media:** None.

**Call to Order** – Chairperson

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

**Prayer:** Don Ramsey

**Ethics Statement:** Chairperson

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

**Approval of Minutes** – Chairperson

Chairperson Stroud called for approval of the board minutes. Randy Hollifield made a motion to approve the minutes. Jim Washburn seconded the motion and the minutes were approved.

**Financial Report** – VP of Administration and Finance

Mr. Garrison presented the county detail budget and the State appropriation budget for the month ending March 31, 2019 (handout). Jim Washburn made a motion to accept the county detail budget and the State appropriation budget for the month ending March 31, 2019. Kay Medford seconded it, a vote was taken and the motion passed.

**Building and Grounds Committee Report**

The board was updated on the Cosmetic Arts Building. A pre bid meeting is scheduled for April 16 with bids being opened on May 2. A groundbreaking ceremony will take place sometime in mid-May.

**Foundation Report**

Dr. Gossett provided an overview of the Foundation Board meeting that was held on Tuesday, April 9. The Foundation members were updated on the possible library renovations. More formal renovation discussions will take place once the final costs for the Cosmetic Arts building are known. The Foundation Golf

Tournament will move from May to early fall with plans to seek a major tournament sponsor.

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

### **New & Updated Policies – Director of Institutional Effectiveness**

Mr. Ladelle Harmon presented the board with information on BP 1.24 Electronic Signature (handout). This policy is a result of the compliance review of Continuing Education. Electronic signatures are used when students register to attend a class in Continuing Education; therefore it is necessary to create a policy dealing with electronic signatures. This was the second reading of the policy. Kay Medford moved that BP 1.24 Electronic Signature be accepted. Greg Barksdale seconded the motion; a vote was taken and the motion passed.

### **2020 Calendar Approval – VP of Learning & Student Services**

Dr. Cross presented the board with the 2020 academic calendar. The calendar was developed by the Curriculum Committee with input from faculty and staff members. Don Ramsey moved that the 2020 Calendar be accepted. Boyd Phillips seconded the motion; a vote was taken and the motion passed.

### **2019-21 Con. Ed. Accountability & Integrity Plan – Dean of Continuing Education**

Dean Stacy Buff presented the Accountability and Integrity Plan for MTCC for 2019-2021. This was the first reading of the plan. The Plan will be voted on at the May board meeting.

### **Compliance Review Report – President Gossett**

Trustees received the final report of findings for the Compliance Review conducted fiscal year 2018-2019 for MTCC pursuant to NC General Statute 115D-5(m). The letter stated that there were no material findings for the sample of records pulled from the Institution Class Reports (ICR), programs, policies, and procedures for the 2017-2018 reporting period. A coaching letter was included with the final report. This letter provides information for the college to use proactively to address areas which pose a potential risk in future compliance reviews. Boyd Phillips made the motion to accept the Compliance Review final report. Greg Barksdale seconded the motion; a vote was taken and the motion passed.

### **Board Evaluation – President Gossett**

Information presented at the most recent NCACCT Law/Legislative Seminar indicated a change in the evaluation tool used for Board of Trustees to conduct self-evaluations. The evaluation process is about the board collectively rather than an evaluation of individual members. The MTCC Board of Trustees Self-Evaluation tool will be updated to reflect these changes. The evaluation will be presented to trustees at the May board meeting.

### **Campus Update**

- Dr. Gossett and Susan English attended the NCACCT Law/Legislative Seminar in Raleigh on April 4 & 5, 2019. Dr. Gossett also attended the Legislative Day at the General Assembly on April 3.
- The board was presented with a Resolution Designation of Applicant's Agent from FEMA. This will resolution serves to identify Ryan Garrison as Primary Agent and Scott Wilson as Secondary Agent. This is a step in securing funding for roof damage. Randy Hollifield moved to accept the Resolution as written. Don Ramsey seconded the motion; a vote was taken and the motion passed.
- A preliminary budget has been received from the Central Office and MTCC enrollment is down almost 5% (\$385,000.00) from last year. In order to manage this financial shortfall adjunct instructors are being hired to replace retirees, discussions are being initiated with those employees who are eligible to retire and a Reduction in Force is being discussed. These recommendations will be presented to the board at the May meeting.
- Dr. Gossett shared information on five McDowell High School students who will be graduating with AA degrees while also graduating from high school. Betsy Ruiz, NC Works Career Coach is working to register high school students and at this time 263 high school students are registered to take at least one MTCC class in the fall. About 25% of our FTE comes from McDowell High School, McDowell Early College and McDowell Academy of Innovation.
- Ryan Garrison has been in contact with the McDowell Soil and Water Conservation and has a meeting May 2 with Department of Transportation to discuss the designated natural area at the campus entrance.

### **SGA Report**

No report.

### **Chairman's Report** – Chairperson

Trustees were presented with copies of the President's annual evaluation along with addressed, stamped envelopes. Trustees were asked to return the completed evaluations to Madalyn Gaito by Friday, May 3, 2019. The results will be viewed by Gary Stroud, Kay Medford (Personnel Committee Chair) and Madalyn Gaito. Once compiled the results will be presented to the trustees at the May meeting and then sent to the Executive Director of Accountability and State Board Affairs for the North Carolina Community College System.

### **Other**

### **Announcements**

Graduation – Friday May 10, 2019 beginning at 6pm at East McDowell Middle School. Trustees will be seated on the stage for graduation and are asked to arrive at East by 5:30pm. Parking will be reserved for trustees.

### **Closed Session** - §143-318.11 (a)(1)(6)

**Adjournment**

There being no further business, Mr. Ramsey moved that the meeting be adjourned Mr. Barksdale seconded the motion and the meeting was adjourned at 7:00pm.

**The next regular meeting of the MTCC Board of Trustees is scheduled for Thursday, May 9, 2019 at 6:00 p.m. in Dogwood building boardroom. Meal will be provided at 5:30 p.m.**

Respectfully submitted,  
John D. Gossett  
Secretary to the Board