

MINUTES OF THE MTCC BOARD OF TRUSTEES MEETING

The McDowell Technical Community College Board of Trustees met in formal session on Thursday, April 9, 2020 at 6:00p.m in the Universal Advanced Manufacturing Bldg. conference room. Those attending via conference call used phone number 828-652-0656.

Members Present: Randy Hollifield, Nancy Hunter, Kay Medford, Donald Ramsey, Gary Stroud.

Members Attending via Conference Call: Robert Ayers, Bill Bach, Greg Barksdale, Gwen Conley, Susan English, Ray McKesson, Jim Washburn

Members Absent: none

Others present: Administrators/Staff: Dr. John Gossett, Dr. Penny Cross, Madalyn Gaito, Ryan Garrison, Ladelle Harmon

Others Attending via Conference Call: Administrators/Staff: Michael Lavender, Stacy Buff

Media: None.

Call to Order – Chairperson

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

Prayer: Don Ramsey

Ethics Statement: Chairperson

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

Approval of Minutes – Chairperson

Chair Stroud called for approval of the board minutes from the regularly scheduled meeting on March 12, 2020. Randy Hollifield made a motion to approve the minutes. Ray McKesson seconded the motion, a vote was taken and the minutes were approved.

New Business

President Search Process – Jennifer Haygood, NCCCS Chief of Staff

- Ms. Haygood joined the meeting via conference call and presented trustees with information on the president search process. Ms. Haygood provided three handouts for review: 1C SBCCC 300.1 Presidential Selection Process, Community College President Selection Process: An Overview, and *Hiring Exceptional Community College Presidents* by the Aspen Institute. Ms. Haygood reviewed the Community College President Selection Process document with the board and answered questions from trustees.

Financial Report – VP of Administration and Finance

- VP Garrison presented the county detail budget and the State appropriation budget for the month ended March 31, 2020. (handout) Randy Hollifield made a motion to accept the financial report. Kay Medford seconded it and the motion passed.
- VP Garrison informed the Board that he and Dr. Gossett had been in touch with County Officials to discuss a combined meeting with the County Commissioners to discuss the budget. Due to issues with the COVID-19 crisis the county is waiting to finalize the budget. A meeting will be arranged as soon as is feasible.

Building and Grounds Committee Report – Don Ramsey

Mr. Ramsey reported that the paving of the parking lot at the BLET building is on scheduled and looking good. The design for the library renovations is complete and ready to go to bid. The members of the W. Harold Smith Trust request that the MTCC Board of Trustees acknowledge that they agree to use money from the Trust for the library renovations. The cost is estimated to be between \$300,000 and \$350,000. Mr. Ramsey also reported that remaining Bond money will be used first, with the bulk of that money expected to go toward renovating the existing Cosmetology and Esthetics areas.

Mr. Ramsey made the motion to use money from W. Harold Smith Trust to go towards renovation of the library. Nancy Hunter seconded the motion. A vote was taken and the motion passed.

Personnel Committee Report – Chairperson

No report

Foundation Report – Nancy Hunter

The MTCC Foundation meeting, scheduled for April 14 has been cancelled. It will be rescheduled for later in the summer.

President's Report – Dr. Gossett

2021 Calendar Approval – Dr. Cross

The academic calendar for 2021 was presented to the Trustees. This calendar was developed by a committee made up of faculty and staff members and led by Kim Ledbetter. Randy Hollifield made the motion to approve the 2021 Academic Calendar. Nancy Hunter seconded the motion. A vote was taken and the motion passed.

Board Policy 2.20 Communicable Disease (1st Reading) – Ladelle Harmon

Mr. Harmon presented the board with the policy. There were no questions/comments. The policy will be presented for a second reading and vote on May 14, 2020.

Board Policy 4.3 Grievance Policy – Students (1st Reading) – Ladelle Harmon

Mr. Harmon presented the board with the policy. Mr. Washburn asked a question concerning the wording in the fourth paragraph. Mr. Harmon will address the issue and the newly worded policy will be presented for a first reading at the meeting on May 14, 2020.

Extend Emergency Work and State of Emergency Leave – Dr. Gossett

On March 20, 2020 the Executive Committee met and approved the Employee Work and State of Emergency Leave effective March 16-31, 2020. As it is worded it may be extended by the Board of Trustees or President. Dr. Gossett asked the trustees to extend the Leave through April 30. Dr. Gossett informed the trustees that faculty had been asked to work from home if at all possible and staff members have been allowed to work from home or duties have been split to reduce the number of people on campus.

Don Ramsey made a motion to extend the Employee Work and State of Emergency Leave through April 30, 2020. Ray McKesson seconded the motion. A vote was taken and the motion passed.

Campus Update – Dr. Gossett

- Dr. Gossett provided trustees with an update on the campus response to the COVID-19 crisis.
 - Classes have been transferred online, where possible. Faculty members are working to develop processes to enable those students who cannot complete their courses online to be able to complete courses during the summer semester.
 - Seated classes in Basic Law Enforcement Training and Allied Health are still allowed to meet on campus. The cleaning crew has been taking extra precautions to have the classrooms/buildings cleaned and sanitized on a regular basis.
 - All departments are working hard to meet the needs of students and are looking at processes that might be updated to better serve students.
 - Wi-Fi has been extended to the main parking lots to allow people the opportunity to access the internet from their cars.
 - Peter Hans, President of the NCCCS, formed a President's Response Committee from each region in the state. Dr. Laura Leatherwood, President of Blue Ridge Community College is the representative for community colleges in the western part of the state.
 - Campus hours will move to a summer schedule beginning the week of April 13. Offices will be open Monday through Thursday each week.

Chairman's Report – Chairperson

- Mr. Stroud thanked Dr. Gossett and his staff for their efforts during this unprecedented time of change due to the COVID-19 pandemic.
- **President's evaluation** - Blank copies of the evaluation of the president were sent to each trustee in their board packets. An addressed, stamped envelope was included with the evaluation and trustees are asked to return the completed forms to Madalyn Gaito by Friday, May 1, 2020. The results will be viewed by Mr. Stroud, Kay Medford (Personnel Committee Chair) and Madalyn Gaito. The results will be compiled and then presented to the Board on May 14, 2020. The compiled results will be sent, with a letter detailing the evaluation process, to Chairman Shook and Bryan Jenkins at the NCCCS office by June 30, 2020.

- **President Search** – Mr. Stroud opened the floor for discussion on moving forward with the search for a new president.
 - Qualifications will be sent out to trustees.
 - Dr. Gossett was asked to review and make updates to the current job description.
 - Don Ramsey moved to proceed with submitting the RFP to explore cost of hiring a search firm to conduct the president search. Nancy Hunter seconded the motion. A vote was taken and the motion passed.
- **Interim President** - Trustees discussed options available for hiring an interim president to begin July 1, 2020. Ms. Haygood stated that the Board was responsible for hiring an interim but the name would have to be submitted to the NCCCS Board for final approval. Dr. Gossett will contact Ms. Haygood to provide a list of potential interim candidates. Mr. Stroud asked for volunteers to serve on the committee to appoint an interim president. The following trustees will serve on the committee:
 - Kay Medford – Chair
 - Bill Bach
 - Nancy Hunter
 - Don Ramsey

Announcements

- MTCC Graduation – Rescheduled for August 7, 2020
- Each trustee must submit a Statement of Economic Interest to the State Ethics Commission no later than April 15, 2020.

Adjournment

There being no further business, Don Ramsey moved the meeting be adjourned. Robert Ayers seconded the motion and the meeting adjourned at 7:50pm.

The next regular meeting of the MTCC Board of Trustees is scheduled for Thursday, May 14, 2020 at 6:00 p.m. in the conference room of the Universal Advanced Manufacturing Bldg. Meal will be provided at 5:30 p.m.

Respectfully submitted,

John D. Gossett
Secretary to the Board