

MINUTES OF THE MTCC BOARD OF TRUSTEES MEETING

The McDowell Technical Community College Board of Trustees met in formal session on Thursday, June 11, 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: Robert Ayers, Bill Bach, Greg Barksdale, Gwen Conley, Randy Hollifield, Nancy Hunter, Kay Medford, Donald Ramsey, Gary Stroud, Jim Washburn

Members Attending via Conference Call: Ray McKesson,

Members Absent: Susan English

Others present: Administrators/Staff: Dr. Penny Cross, Madalyn Gaito, Ryan Garrison, Ladelle Harmon, Michael Lavender, and Dr. Beverly Watts

Media: None attending in person

Call to Order 6:00pm – 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 May 7, 2020. Randy Hollifield made a motion to approve the minutes. Don Ramsey seconded the motion, vote was taken and the minutes were approved.

Chair Stroud called for approval of the board minutes from the closed session held on May 7, 2020. Minutes were distributed and read by trustees. Robert Ayers made a motion to approve the minutes. Randy Hollifield seconded the motion. A vote was taken and the minutes were approved.

Financial Report – VP of Administration and Finance

- VP Garrison presented the county detail budget and the State appropriation budget for the month ending May 31, 2020. (handout) Ray McKesson made a motion to accept the financial report. Nancy Hunter seconded it, a vote was taken and the motion passed.
- Authorization to Write Off Uncollectable Accounts – In adherence to established procedures for financial audit reporting, Mr. Garrison presented the 2020 Authorization to Write Off Uncollectable Accounts and requested approval by the board of trustees. The total amount for write offs for uncollectible accounts for 2020 is \$25,013.42. These accounts have been turned in to the NC Dept. of Revenue for future collections. The Set-Off-Debt program with the NC

Department of Revenue has collected \$28,072.27 from June 2019 to date. Kay Medford made a motion to approve the request to write off uncollectable accounts. Jim Washburn seconded the motion. A vote was taken and the motion passed by unanimous vote.

- Mr. Ayers informed the board that he would be attending the County Commissioners Budget Adoption Meeting scheduled for Monday, June 15 at 11:30am in the conference room at the Universal Advanced Manufacturing Bldg. He would be asking the Commissioners to reconsider their current capital support of MTCC.

Building and Grounds Committee Report – Don Ramsey

- Mr. Ramsey asked Ryan Garrison to provide an update on construction on the Cosmetology Building. Mr. Garrison reported that construction on the new building is on track to receive Certificate of Occupancy the first week in August. The library renovation project has a pre-bid meeting scheduled for June 16 with bid openings scheduled for June 30.
- Mr. Hollifield asked about possible improvements that could be made to the nature pond/stream at the entrance to campus. Mr. Garrison shared that the agreement Trustees signed with the DOT was non-negotiable and that no improvements/changes could be made to that area per the agreement.

Personnel Committee Report – Chairperson

Kay Medford requested a Closed Session prior to the end of the meeting.

Foundation Report – Nancy Hunter

No report

President's Report – Ryan Garrison, VP for Finance & Administration

- **Board Policy 4.3 Grievance Policy – Students (2nd Reading)** – Ladelle Harmon
Mr. Harmon presented the board with the policy for the second reading. Mr. Washburn made a motion to pass BP 4.3 Grievance Policy-Students. Mrs. Medford seconded the motion. A vote was taken and the motion passed.
- **QEP Update** – Dr. Beverly Watts, Director of QEP
Dr. Watts provided trustees with information on the Quality Enhancement Plan that was just finalized and will be submitted to SACS COC in August. This is a five year plan to improve student learning and/or student success. Trustees were given a copy of the monthly newsletter, ROARR, which is distributed to the MTCC community. The 16 member team has worked hard to develop the specifics of the plan, produced a pilot project in spring 2020 and is now looking to promote and market the project to students.

- **Student Headcount** – Dr. Penny Cross, VP for Learning & Student Services
 - Dr. Cross informed the trustees that registration for summer classes is at 405. Registration for Fall 2020 is at 471 which is lower than it was this time last year. She reported that her staff is working to increase these numbers.
 - Campus personnel have increased COVID-19 information signage to every exterior door and every classroom door. 1500 masks have been ordered and increased cleaning measures and social distancing signage is in place.

- **Recognition of Trustees** – Ryan Garrison

Mr. Garrison recognized Trustees whose terms end June 30, 2020. Greg Barksdale (2016-2020) was appointed by the County Commissioners, Gwen Conley (2000-2020) was appointed by the McDowell County Board of Education and Ray McKesson (2018-2020) was appointed by the Governor's Office to complete the term vacated by the resignation of Joseph Kaylor in 2018. Mrs. Conley was also recognized for her 20 years of dedicated service to the MTCC Board of Trustees. Mrs. Conley expressed her thanks to her fellow trustees; adding that she appreciates current board members for their thoughtful consideration of issues brought before them.

Board Chair Report – Mr. Gary Stroud

- **Board Self Evaluation**

Trustees were presented with the compiled results from evaluations that have been received from eight trustees. Mr. Stroud encouraged the remaining trustees to complete the evaluation forms and return them to Madalyn Gaito as soon as possible. These results will be added to the existing report and sent out to all trustees.

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

- **Review of President's Contract and President Search**

Mr. Stroud requested the meeting go into Closed Session pursuant to NC General Statute § 143-318.11 (a) (1) (6). Don Ramsey moved the meeting go into Closed Session. Robert Ayers seconded the motion. A vote was taken and the meeting moved into Closed Session.

Robert Ayers moved the meeting go back into Open Session. Nancy Hunter seconded the motion. A vote was taken and the meeting moved into Open Session.

In Open Session Trustees acknowledged they have been given the opportunity to review the current contract of the president, Dr. John Gossett. Copies of the contract were distributed to every trustee, the contract was reviewed and then all copies were collected. No other action was taken.

In Open Session Bill Bach moved that the MTCC Board of Trustees move forward with hiring the firm of Executive Leadership Associates to conduct the search for the next President of MTCC. The contract price is not to exceed \$34,000.00 and will be paid out of the budget year ending June 30, 2020. Gwen Conley seconded the motion. A vote was taken and the motion passed.

In Open Session Ray McKesson made the motion that the Interim President job description, salary and benefits, discussed in Closed Session, be approved. Donald Ramsey seconded the motion. A vote was taken and the motion passed. Mrs. Medford will contact Sharon Parker, MTCC attorney, to request the updated information be added to Mr. Garrison's letter of employment, beginning July 2, 2020.

Other

Mrs. Hunter thanked Trustees for contributions made to provide a financial gift to Dr. Gossett to express their gratitude for his years of service to McDowell Tech.

Adjournment

There being no further business, Don Ramsey moved the meeting be adjourned. Greg Barksdale seconded the motion, a voice roll call vote was taken and the meeting adjourned at 8:30pm.

The next regular meeting of the MTCC Board of Trustees is scheduled for Thursday, August 13, 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,

Madalyn S. Gaito
Liaison to the Board