

Members Present	Other Interested Parties Present
Nancy Burleson, Chair	Dr. John Boyd, President
Fred Stout	Rita Early, Vice President Economic and Workforce Development
R.L Hoilman	Tim Greene, Vice President Administration
Ken Hollifield	Brooke Burleson, Secretary to Board of Trustees
Edwina Sluder	Cecil Burleson, SGA President
Johnny Riddle	Margaret Earley-Thiele, Foundation Director
Martha Hicks	Beth Morris, Marketing Director
Jennie Harpold	Lexie McDaniel, Grant Director*
Bryan Peterson	Sonja Peterson, Financial Aid Director*
Gwen Harris	<i>*left after introductions</i>

Call to Order

Chair Burleson called the Mayland Community College Board of Trustees to order at 12:20pm.

Pledge of Allegiance

Trustee Hollifield led the Pledge of Allegiance.

Invocation

Trustee Hollifield offered the Invocation.

New & Reappointed: Swear In

Chairman Burleson and Trustee Burleson were sworn in following reappointment. New Trustees Martha Hicks and Fred Stout were sworn in. Mrs. Dora Smith officiated.

Ethics Reminder

Chair Burleson provided the ethics reminder. No conflicts of interest were noted.

Approval of Agenda

A motion to approve the agenda was made by Trustee Hollifield, seconded by Trustee Riddle. Motion carried unanimously.

Minutes

A motion was made by Trustee Hoilman to accept the September 25, 2017 with a second from Trustee Hollifield. All approved, motion carried. A motion was made by Trustee Peterson to accept the October 30, 2017 minutes with a second from Trustee Riddle. Motion carried.

Celebrating Success

- a) New Hires –Dr. Boyd introduced Lexie McDaniel as the new Grant Director. Tim Greene introduced Sonja Peterson as the new Financial Aid Director.
- b) Mayland Community College’s Bare Dark Sky Observatory was listed as one of the “11 Unimaginable Beautiful Places In North Carolina That You Must See Before You Die” onlyinyourstate.com
- c) Other- The MCC Halloween Spooktacular was a great success and a positive impact on the community.

Chairman’s Report

Chair Burleson updated the Board on the following upcoming events:

- a) December 7, 2017, 5:30pm - President’s Christmas Social
- b) December 18-29, 2017 – College Closed, Christmas Break
- c) January 1, 2018 – College Closed, New Year’s Day
- d) January 15, 2018 – College Closed, M.L. King, Jr. Holiday
- e) January 29, 2018 MCC Board Meeting

Committee Reports

No Committees met prior to the full board meeting.

- a) Personnel Committee
Rita Earley reviewed the Senior Citizen Course Audit Policy which ensures that the class is not ran on a loss.
 - i. Rita Earley reviewed the Workforce Development enrollment update with the Board. Enrollments are down 10% for the year with prison enrollments down as well. Community enrollments are up for the year.
- b) Finance Committee
The finance report was included in the packets for review.
Tim Greene presented the county funding comparison showing the amount of county funding MCC receives compared to other community colleges in North Carolina.
- c) Building and Grounds Committee
 - i. Dr. Boyd presented the Construction update. The Basic Skills renovation is complete. The Crafts and Construction Trades Building is near completion and will be ready for classes starting in January 2018. The Science Labs are in process.
 - ii. Dr. Boyd explained that there have been some issues with Jim Harris and Labella Associates on the current construction projects. There have been multiple oversites with the renovations that have resulted in change orders. The Administrative Cabinet has recommended that the contract with Labella Associates be terminated on the Pinebridge project. Clark Nexsen has agreed to take over the project and start work in January 2018.

Trustee Peterson made a motion to terminate the contract with Labella Associates on the Pinebridge project and move forward with Clark Nexsen, with a second from Trustee Riddle. All approved, motion carried.

- iii. Dr. Boyd informed the Board that Committee has recommended that Clark Nexsen be awarded the contract on the Welding Building renovation.

Trustee Hollifield made a motion to award Clark Nexsen the Welding Building contract, with a second from Trustee Sluder. All approved, motion carried.

d) Academic Committee

Trustee Harris informed the Board that the Academic Committee met via phone conference. The Academic Calendar has been added to the Consent Agenda.

- i. Dr. Boyd gave the Curriculum Enrollment Update. Enrollment numbers are up slightly from previous year. This is likely due to registering more high school students earlier in the semester. Enrollment is projected to be even with previous year due to adult enrollment being flat.

Consent Agenda

Trustee Hollifield made a motion to approve the following consent agenda items:

Senior Citizen Course Audit Policy

Dr. Boyd's 2018 Blanket Travel Authorization

Academic Calendar 2018-2019

Academic Calendar 2019-2020

Trustee Riddle seconded the motion. All approved, motion carried.

President's Report

Dr. Boyd presented the President's Report.

- a) Mayland Enterprise Corporation (MEC)- Dr. Boyd gave each Board member a packet with information regarding MEC to review before the next meeting. The MEC Board will consist of the current MCC Board Chair, previous MCC Board Chair, and the MCC Vice Chair. The Corporation will be a stand-alone 501(c)3, non-profit property management corporation with the intent to make a profit that will be transferred to the Foundation at the end of each year. Packet documents will be voted on at the next Board meeting.
- b) Mark Calhoun, Early College Student- Mark Calhoun was a student at the MCC Early College that recently passed away. The Early College held a service in his memory and presented his parents with an honorary degree.
- c) Other-
 - BCBS Update- There have been no changes in the BCBS/Mission case at this time.
 - ESP- A landscape designer has been hired to begin work at the Earth to Sky park. There has been some attempt of theft at ESP and vandalism at Pinebridge. A fence will be installed at ESP to cut back on problems.
 - 3D Scanner- A 3D scanner will be purchased for The Anspach School at the request of Altec. Verbal confirmation has been received that the Yancey Campus was approved for multi-campus designation. Dr. Boyd is working to get that approval in writing and to get approval on reoccurring funds for the designation.
 - Senior Citizen Audit- Dr. Boyd and Ms. Rita Earley are working toward getting the Senior Citizen Audit changed to a waiver.
 - Budget Update- budgets for the year are very tight with even more cuts in the forecast. The Administrative Cabinet will be looking at making processes at the college more efficient to balance the budget cuts. Reducing budgets will be discussed at the spring Board Retreat.

SGA Report

Mr. Cecil Burleson, SGA President, gave the SGA report. SGA hosted safety week November 6 with a text and drive simulator and a drunk driving simulator. The event was a success. November 13-17 was College Pride week. SGA provided pizza for night students on November 15. The Christmas party is set for December 6. SGA President, Cecil Burleson will be graduating in December 2017 and transferring to Appalachian State University. A new SGA President will be named once the Spring 2018 semester gets started.

FYI

The Board has the following documents in their packet for their own review:

- a. NC State Board of Elections & Ethics Enforcement Newsletter*
- b. Amendment of Senior Citizen Audit Rules*
- c. Amendment of 1G SBCCC 100.1 – “Definitions”*
- d. Amendment of 1E SBCCC 800.2 - General Provisions*
- e. Amendment of 1D SBCCC Subchapter 400 – “Curriculum”*
- f. Amendment of 1D SBCCC 300.4 – “Program Management”*
- g. Amendment of 1B SBCCC 500.1 – “Excused Absence for Military Service”*
- h. Adoption of 1G SBCCC Subchapters 300 and 400*
- i. Proposed Adoption of 1A SBCCC 200.3 - "Authority to Waive a SBCC Code Provision"

Adjourn

Trustee Riddle made a motion to adjourn the meeting at 1:43pm. Trustee Hollifield seconded the motion. All approved.

Respectfully submitted by Brooke Burleson, Secretary to the Board of Trustees.