

| Members Present       | Other Interested Parties Present   |
|-----------------------|--|
| R. L. Hoilman         | Dr. John Boyd, President   |
| Nancy Burleson, Chair | Rita Early, Vice President Economic and Workforce Development              |
| Gwen Harris           | Gerald Hyde, Vice President of Administration                              |
| Edwina Sluder         | Beth Morris, Director of Marketing   |
| Sam Ray, Jr.          | Margaret Earley-Thiele, Foundation Director                                |
| Bryan Peterson        | Tony Cook, Emergency Services Program Coordinator                          |
| Julia Norris          | Debbie Griffith, Marketing Consultant                                      |
| Jennie Harpold        | Michelle Musich, Dean of Students  |
| Johnny Riddle         | Dora Smith- filling in for Brooke Burleson, Secretary to Board of Trustees |
| Ken Hollifield        |  |
| Henry Street          |  |
| Courtney Cook, SGA    |  |

## Call to Order

Chair Burleson called the Mayland Community College Board of Trustees to order at 12:09pm.

## Pledge of Allegiance

Trustee Hollifield led the Pledge of Allegiance.

## Invocation

Trustee Sluder offered the Invocation.

## 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 Peterson to accept the September 26, 2016 minutes with a second from Trustee Riddle. Motion carried.*

## Celebrating Success

- a) Christmas Socials – The Christmas Socials were very successful.
- b) New Hires - Rita Earley introduced Tony Cook, the new Emergency Services Program Coordinator

## Chairman's Report

Chair Burleson updated the Board on the following issues:

- a) SEI Statements - Required Statements of Economic Interest must be filed no later than April 15th. The NC Ethics Commission may assess a \$250 civil penalty for late or non-filing.
- b) March 13, 2017 is the next MCC Board of Trustees Meeting
- c) March 29-31, 2017 NCACCT Law & Legislative Seminar - Ethics Education is required when you are appointed as a new Trustee and every 2 years thereafter. Trustee training is required within 6 months of your appointment.
- d) Other – Board Retreat is scheduled for April 10, 2017.

## Committee Reports

- a) Personnel Committee  
Dora Smith read a resolution honoring the service of Gerald Hyde. Chair Burleson present Mr. Hyde with the resolution.
- b) Finance Committee  
Trustee Hoilman asked Mr. Gerald Hyde to present the financial reports. Mr. Hyde reviewed the financials. Mr. Hyde and Dr. Boyd met with the bookstore personnel to address declining commissions. They agreed to lower MCC's commission from 9% to 5%, effective January 1, 2017. **Trustee Hoilman made a motion to accept the financial reports, seconded by Trustee Peterson. The motion carried unanimously.**
- c) Building and Grounds Committee  
Trustee Norris informed the Board that the Building and Grounds Committee met by phone and approved three items for the consent agenda.
- d) Academic Committee  
Mrs. Harris informed the Board that Michelle Musich and Rita Earley would be providing updates to the Board.
  - i. Enrollment Updates
    1. Academic – Michelle Musich presented updates on Spring 2017 Enrollment: Enrollment is up approximately 6.8% from Spring 2016
    2. Economic and Workforce Development - Rita Earley presented updates on Spring 2017 Enrollment: Basic Skills enrollment is down approximately 8%. Occupational enrollment is down approximately 1%.
  - ii. Demonstration of Online Registration - Rita Earley provided a demonstration of Continuing Educations new online registration and payment system for classes.
  - iii. Other

## Consent Agenda

The following items were listed on the Consent Agenda for approval:

- a) 3-1 Avery Roof- Close Out\*
- b) 3-1 Welding Building Renovation\*
- c) 3-1 First Floor Vocational Building Renovation\*

**Trustee Hollifield made a motion to approve all Consent Agenda items with a second from Trustee Ray. All approved, motion carried.**

## President's Report

Dr. Boyd presented the President's Report (see attached PowerPoint presentation).

- a) Personnel Update - **Trustee Riddle made a motion to go into Closed Session per NCGS 143-318.11.a.6, seconded by Trustee Hollifield. The motion carried unanimously.** The Board went into Closed Session. **Trustee Hollifield made a motion to end Closed Session, seconded by Trustee Riddle. The motion carried unanimously.**
- b) Marketing Study – Dr. Boyd introduced Debbie Griffith and explained her plan to do a marketing study for the college. She will be interviewing staff and students over the next few weeks.
- c) Personnel Changes – Dr. Boyd shared recent changes in personnel: Search process begins for a new Vice President of Administration; Amanda Buchanan has taken the position of Controller, Rejeanna Trice will take the position of Financial Aid Technician; Emily Thomas will take her place as cashier; hiring a new Receptionist and Accounts Payable position.
- d) Policy and Procedures changes – Western NC Community colleges have hired Campbell and Shatley to do a policy and procedures rewrite and make sure policies keep up with changes in the laws.
- e) Facilities Update – Dr. Boyd shared updates on facilities project. He provided handouts for plans at the Observatory and the Micro-propagation and Aquaponics areas.
- f) WIOA Contract Rewrite – Dr. Boyd shared that contract with WIOA is being rewritten.
- g) Other

## New Business

- a) New Business

Margaret Earley-Thiele provided the following Foundation Updates:

- Updates on the Annual Fund (see attached PowerPoint presentation)
- Dream Day will be April 4, 2017.
- The Anspach graduation party will be May 5, 2017.
- The grand opening of the Observatory is scheduled for April, 2017.

## SGA Report

Courtney Cook shared the following updates from SGA:

- a) Valentine's Day event will be February 14, 2017.
- b) A Blood Drive is scheduled for March 23, 2017.
- c) Spring Fling is scheduled for April 18, 2017.
- d) SGA has presented a proposal to Administrative Council for a student Art Contest.

## Adjourn

**Trustee Ray made a motion to adjourn the meeting at 1:53pm. Trustee Riddle seconded the motion. All approved.**

*Respectfully submitted by Dora Smith, filling in for Brooke Burlison, Secretary to the Board of Trustees.*