



**Haywood Community College  
Board of Trustees  
Board Meeting  
April 2, 2024**

The Haywood Community College Board of Trustees held a meeting in person and electronically on Tuesday, April 2, 2024, at 3:00 p.m. in the Hemlock Building Board Room (room 1509). The following people were present in person or electronically:

**TRUSTEES:** Gorham Bradley, Ed Brown, Lee Davis, Liz Ferguson, Carol Larsen, Tammy McDowell, Lynn Milner, Tom Olliff, Deborah Porto, Kaleb Rathbone, Rhonda Schandavel, Danny Wingate

**STAFF:** Shelley White, Wendy Hines, Karen Denney, Brek Lanning, Ian Cernak, Sara Phillips, David Onder, Michelle Harris, Calab Tate, Hylah Birenbaum

**SGA President:** Gabriella Marquez

**College Attorney:** Pat Smathers

Live-stream audio for the April 2, 2024, Board Meeting was available on HCC's YouTube Channel.

**Call to Order**—Chair Milner called the meeting to order at 3:00 p.m. and welcomed everyone. She requested a roll call, determined that a quorum was present, and followed with a moment of silence.

**Ethics** - Chair Milner called the Board's attention to the **Ethics Statement** on the screen and asked if there were any conflicts. No conflicts were noted. The Ethics Statement is on electronic page 2 of today's packet.

**Agenda Approval**—Chair Milner presented the April 2, 2024, Agenda and entertained a motion to approve it as presented. Trustee Porto motioned to approve the agenda as presented. Trustee Olliff seconded the motion. All were in favor. The motion was duly passed. The April 2, 2024, Board Agenda is on electronic page 1 of today's packet.

**Board Minutes Approval** - Chair Milner entertained a motion to approve the March 5, 2024 Board Minutes. Trustee Larsen motioned to approve the March 5, 2024, Board Minutes as

presented. Trustee McDowell seconded the motion. All were in favor. The motion was duly passed. The March 5, 2024, Board Minutes are on electronic pages 3-7 of today's packet.

**SGA Report**—Gabriella Marquez, SGA President, presented highlights from the previous months' activities, including Pizza with the President and the Spring Fling. She also noted the upcoming events for April.

**President's Report** - Dr. White informed the Board of several items:

○ **Informational Reports** –

- **New Employee Introductions**— Dr. Shelley White provided recent employee transitions and promotions. She noted that Mrs. Karen Denney, VP of Business Operations, has announced her retirement in December 2024. As a result of her retirement, several promotions were announced, including Brek Lanning-VP of Infrastructure, Campus Development, and Technology; Ian Cernack, who will assume the Director of Campus Development position. Mrs. Denney will be working with the Business Office on a transition plan.
- **New Employee Report**—Dr. White called the Board's attention to the New Employee Report, noting one new full-time employee and numerous part-time employees. The Report is on the electronic page of today's packet.
- **College Updates** – Dr. White summarized last month's meetings and events.
  - Hylah Birenbaum – Executive Director of College Advancement- highlighted the recent Evening of Art. The Evening of Art raised \$15,000 to benefit the Professional Crafts Program.
  - Dr. White provided brief comments regarding the FY 2022-2023 Annual Report. A copy of the report was distributed to each trustee and staff member in attendance.
  - HCC's EMS program received a grant for our new ambulance with simulation equipment. The \$400,000 grant was awarded by the State Board of Community Colleges -High Cost Health Care Expansion grant program.
  - HCC received a Federal allocation of \$5 million to support the renovation of the HighTech/Workforce Training Center. With this announcement, nearly \$12 million has been acquired for improvements in workforce training facilities and services, and following the mill closure announcement, including \$6 million in state allocation and grants from BCBS-NC, Dogwood Health Trust, and others
  - Dr. White presented at the NC Rural Summit in Raleigh, Waynesville Kiwanis, and will speak this week at the Adult Learner Convening in Greensboro
  - HCC hosted an expanded community event – The WNC Environmental Summit – a student-led event that brought together community leaders, students, and those interested in topics impacting our environment. Special thanks to Susan Roberts for coordinating.
  - HCC's chapter of Phi Theta Kappa, the honor society for community colleges, reignited this year, and it won several awards at the regional conference, including the Most Improved Chapter. Special thanks to Veronica Dooley for leading this effort.
- **President's Contract Report** – Dr. White presented the President's Contract Report, which included (today's report is located on electronic page 9 of the packet);

- Dodson Pest Control Service Agreement
- JMBE/Inside Track NC Reconnect Cohort 4 Contract
- SRO Contract
- Nelnet Agreement
- Timely Care Agreement
- Modern Campus Agreement
- **Facilities Updates –**
  - Campus 3D Map—Mr. Lanning presented a new 3-D Map of the Campus designed by Buzz Bizzell. Kiosks will be installed in key areas across the campus to display the map.
  - Industry Training Center – Mr. Lanning presented two options for the Industry Training Center Location, comparing possibilities. He provided the estimated cost, outcomes, and upgrades for the RHTC renovation and the RBAC renovation in detail. The Board discussed this at length.
  - Workforce Outdoor Training Site – Mr. Lanning provided updates regarding the Workforce Outdoor Training Site, which included the site's current layout, schedule update, design schedule update, and the expected October bid and contract negotiation.
- **Rural Broadband Update**
  - Mr. Justin Stocker presented brief background information regarding the Rural Broadband. He noted three phases for Rural Broadband, and HCC was included in Phases II and III. Mr. Stocker also reported that HCC's IT department is developing a living five-year Strategic Plan/Roadmap. Dr. White expressed her thanks for all the hard work that Mr. Stocker has put into this project while serving as Interim Chief Information Officer.

### **Report by Committee on Finance – Deborah Porto**

**State and County Budget Reports for the Period Ending February 29, 2024** – Mrs. Denney summarized the State and County Budget Reports for the period ending February 29, 2024. She noted that HCC aligns with year-to-date expenditures and encumbered amounts for State and County Budget reports. Discussion ensued regarding the budget stabilization funds. The reports are on electronic pages 10-11 of today's packet.

**FY 2024-2025 Proposed County Budget Request** – Mr. Lanning presented the proposed County Budget Request in detail. The Budget request included the following:

- Current Operating Expenses
  - Salaries/Fringe Benefits
  - Other Costs
  - Contracted Services
  - Utilities
  - Insurance
- Capital Outlay Request
  - Campus Development
    - Armory Paving Project
    - Gen-Ed Building Feasibility Study
  - Maintenance
    - Fork Lift Replacement

- FLIR System/Circuit Tracer Equipment
- Grounds
  - Stump Grinder Ventrac Attachment
  - Trencher Ventrac Attachment
- Public Safety
  - PSTF Burn Building Security Cameras
  - Security Cameras
  - Keycard Access to 200, 300, and 400 buildings

Committee on Finance Chair Porto brought forward a motion from the Committee to approve the FY 2024-2025 Proposed County Budget and take it forward to the County for consideration and approval. Coming from the Committee does not require a second. All were in favor. The motion duly passed.

### **Committee on Personnel and By-Laws Report**

**By-Laws Review/Revisions** – Committee Chair Davis provided a summary of the change in Legislation which resulted in the change of two of the three appointing authorities. The Committee on Personnel and By-Laws brings forward required changes in the By-Laws, which will align with the current Legislation. Following a lengthy discussion, the Committee Chair noted that an additional change was needed, but it was not made into the version of the By-Laws provided in today’s Board Packet. An updated version of the By-Laws will be forwarded to the Trustees tomorrow morning. The Committee on Personnel will bring forward a motion to approve the revised By-Laws at the May 7 Board Meeting.

**President’s Evaluation Packet Distribution** – Committee Chair Davis provided brief instructions regarding the President’s Evaluation Packet. The packets were distributed to each Trustee.

### **Report by Chair of the Board of Trustees – Lynn Milner**

**Report from NCACCT Conference**—Trustee Davis provided a detailed summary of the recent NCACCT Conference held in Raleigh, which the trustees discussed at length.

**Resolution for Propel NC**—Dr. White summarized Propel NC and the resolution. Following the discussion, Chair Milner entertained a motion to approve the adoption of the Propel NC Resolution of support. Trustee Davis motioned to approve the adoption. Trustee Schandavel seconded the motion. All were in favor. The motion duly passed.

**Trustee Self-Evaluation Packet Distribution** – Chair Milner summarized the importance of the Trustee Self-Evaluation. A Trustee Self-Evaluation Packet was distributed to each Trustee.

**Closed Session** - pursuant to North Carolina General Statute G.S. §143-318.11

- (a)(1): to prevent the disclosure of information that is privileged or confidential;
- (a)(3): to discuss matters protected by attorney-client privilege-Legal and Personnel

Chair Milner entertained a motion to go into closed session for the above reasons. Trustee Rathbone motioned to go into a closed session for the above reasons. Trustee Larsen seconded the motion. The Board went into closed session at 5:03 p.m.

The Board returned to open session at 5:23 p.m.

Chair Milner entertained a motion to approve the March 5, 2024, Closed Session Minutes. Trustee Davis motioned to approve the March 5, 2024, Closed Session Minutes as presented. Trustee Schandavel seconded the motion. All were in favor. The motion duly passed.

As presented, Chair Milner entertained a motion to approve the May 31, 2022, Committee on Personnel and By-Laws Closed Session Minutes. Trustee Schandavel motioned to approve the May 31, 2022, Committee on Personnel and By-Laws Closed Session Minutes as presented. Trustee Davis seconded the motion. All were in favor. The motion duly passed.

Having no further business, Chair Milner adjourned the meeting at 5:26 p.m.

Respectfully Submitted

*Tammy R. Goodson*

Tammy R. Goodson, Recording Secretary,  
Executive Assistant to the President,  
Ethics Liaison

**Documents Included in the Packet**

April 2, 2024 BOT Agenda  
March 5, 2024 BOT Minutes  
NC Ethics Statement  
New Employee Report  
President's Contract Report  
State, County Funds Reports February 2024  
Proposed By-Laws Revisions  
Resolution of Support for Propel NC