



**Haywood Community College  
Board of Trustees  
Board Meeting  
November 10, 2020**

The Haywood Community College Board of Trustees held a meeting on Tuesday, November 10, 2020, at 3:00 p.m. in room 1509 of the Hemlock Building. The following persons were present via Conference Call, Zoom, or in-person:

**TRUSTEES:** Gorham Bradley, Phillip Gibson, Tammy Hall McDowell, Dr. Tom McNeel, George Marshall, Lynn Milner, Dr. Morgan Plemmons, Dr. Deborah Porto, Kaleb Rathbone, Rhonda Schandavel

**STAFF:** Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, George Rolland, Pam Hardin, David Onder, Michelle Harris

Dr. Shelley White, BOT Secretary  
Tammy Goodson, Recording Secretary  
Gina Kelley, SGA President  
Justin Stocker, IT  
Pat Smathers, HCC Attorney

Live-Stream audio for the November 10, 2020 Board Meeting was available on HCC's YouTube Channel.

**Call to Order, Ethics**

Chairman Marshall called the meeting to order at 3:00 p.m. and welcomed everyone. Chairman Marshall requested a roll call, determined that a quorum was present, and followed with a moment of silence.

Chairman Marshall 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 3 of today's packet.

**Agenda Approval** – Chairman Marshall entertained a motion to approve the November 10, 2020, Board Agenda. Trustee Milner made the motion to approve the November 10, 2020, Board Agenda, as presented. Trustee Porto seconded the motion. All were in favor. The motion duly passed. The November 10, 2020 Board Agenda is located on electronic pages 1-2 of today's packet.

**Board Minutes Approval** –Chairman Marshall entertained a motion to approve the October 6, 2020, Board Minutes. Trustee Gibson made the motion to approve the October 6, 2020 Board Minutes as presented. Trustee McNeel seconded the motion. All were in favor. The motion duly passed. The October 6, 2020, Board Minutes are on electronic pages 6-10 of today’s packet.

**SGA Report** – SGA President Gina Kelley presented highlights from the SGA Report. She noted that SGA Officers participated in several events, including;

- HCC hosted the American Red Cross Blood Drive. The drive results were; 36 total donors, 35 units collected, 11 first-time donors, and 105 potential number of lives saved.
- HCC held a Bobcat Boo-thru event on October 29<sup>th</sup>. HCC had roughly 25 decorated trunks of staff and student clubs, and multiple volunteers helped give out candy, decorate, and help. Candy donations totaled over 15,000 pieces of candy. Over 400 children enjoyed the drive-thru event.
- HCC will hold a “Virtual Turkey Trot.” Proceeds from the event go to help Mountain Projects of Haywood County provide turkeys for needy families for the holidays.

The SGA Report is located on electronic page 12-19 of today’s packet.

## **President’s Report**

Dr. White informed the Board of several items:

- **Program and College Updates** –
  - Dr. White recently signed an articulation agreement with Lees McRae College to assist with ease of transfer, and will also provide scholarship funds to help the private College be more accessible to students.
  - Dr. White attended the Virtual Fall meeting of the Community Colleges of Appalachia. The meeting was an excellent opportunity to hear from Colleges across the region and country.
  - HCC held a Campus-wide COVID update via Zoom for employees, with Dr. Jaben with the Haywood County Health Department returning as our guest for Q&A.
  - Dr. White participated in her first meeting with WNC Communities as a Board member. Other new members from the area included Zeb Smathers, Mayor of Canton and local attorney, and Dr. Laura Leatherwood, President of Blue Ridge Community College.
  - HCC had a modified recognition for employees and students who are veterans. Boxed lunch pickup and commemorative print were provided to employees. Student Government Association provided a free meal ticket for HCC’s Student Veterans.
  - HCC kicked off a new project in conjunction with the JM Belk Endowment. The project is called Start-up Haywood. This is a portal for small business owners, budding entrepreneurs, and individuals interested in starting a small business. This will enhance our Small Business Center resources and pull together other partnerships and resources in our region as well as be a connection portal for small business owners.
  - HCC has begun to engage in Strategic Planning to launch a new plan in Summer 2021 with the goal to have BOT Approval in mid Spring of 2021. The facilitator

for the planning process is Meridith Elliott Powell. She will guide us through the process. The Task Force held a kick-off meeting via Zoom on Friday, November 6. HCC BOT representative Lynn Milner provided a summary. She noted that the plan would cover the academic years of 2021-2026 (5-year plan), with updates made each year identifying actionable strategies to achieve the goals outlined in the plan.

- **New Employee Report** – The Personnel and Employee report includes one full-time employee and numerous part-time employees. The New Employee Report is on the electronic page 21 of today’s packet.
- **Pension Integrity Act** – Dr. White provided a definition of the Pension Integrity Act. She reported that HCC has no employee/s who falls in this category, and we are not Pension Spiking.
- **Action Item - Policy**  
HCC seeks new opportunities to enhance employee benefits to allow more flexibility and to promote community involvement.

The following policy revision and new policy proposals are presented to the Board for approval.

- **Policy 3.2.14: Child Involvement Leave** –  
The existing policy for Child Involvement Leave is 4 hours per year, as required by North Carolina for state agencies. Currently, this is unpaid leave. As it is unpaid, we have no documentation that employees are taking advantage of this benefit. A policy revision is proposed to transition Child Involvement Leave to be a paid benefit. Child Involvement Leave does not accrue and does not have any cash value.
- **Policy 3.2.15: Community Involvement Leave** –  
As allowed by North Carolina for state agencies, HCC proposes adopting a Community Service Leave policy to promote our employees' community involvement and support a culture of service at the College. Community Involvement Leave does not accrue and does not have any cash value.

Trustee McNeel stated that the summary provided in the Board Packet for the proposed revision and new policy was beneficial and complimented Dr. White for including.

Chairman Marshall entertained a motion to take from the table Policy 3.2.14-Child Involvement Leave, and Policy 3.2.15-Community Involvement Leave and approve as presented. Trustee McNeel made the motion to take from the table Policy 3.2.14-Child Involvement Leave and Policy 3.2.15-Community Involvement Leave and approve as presented. Trustee Gibson seconded the motion. All were in favor. The motion duly passed.

- **Contracts Report** –
  - AVISO Coaching LLC – Upgrade to Accelerate, which would enhance several of our capabilities with the software. Accelerate is a replacement for the current “Connect” product HCC is currently using.
  - OmniUpdate – Website Content Management System – Website design contract to update and modernize the College’s website.

**Report by Dr. Morgan Plemmons, Chair Technology, Education, & Student Affairs Committee**

**2020-2021 Curriculum Committee Recommendations**

Ms. Hines reviewed the process the HCC follows when reviewing programs prior to bringing any substantive recommendations before the Committee and the Board. She noted that there are no recommendations for program termination. She outlined and provided summaries of the following substantive changes recommended by the Curriculum Committee, which will be effective Fall 2021:

**Substantive Recommendations:**

**Arts, Sciences, & Natural Resources and Transitional Studies  
College Transfer**

- **Associate in Arts in Teacher Preparation-A10101** – New Program-Fast Track
- **Associate in Science in Teacher Preparation-A1040T** – New Program-Fast Track

**Career and College Promise**

- **CCP Transfer Pathway Leading to Associate in Arts in Teacher Preparation-P1012T** – New Program
- **CCP Transfer Pathway Leading to Associate in Science in Teacher Preparation-P1042T** – New Program

**Haywood Early College**

- **Haywood Early College-Associate in Arts in Teacher Preparation-A10100TE** – New Program-Fast Track
- **Haywood Early College-Associate in Science in Teacher Preparation-A10400TE** – New Program-Fast Track

**Business & Industry**

**Industrial Systems Technology**

- **Industrial Systems Technology Associate Degree-A50240** –
  - Remove ELC-125 as a core and replace it with BPR-111. Remove MNT-160 from core and replace it with MAC-111. Remove ISC-110 from core and replace with ISC-112
  - Remove ELC-113 and ELC-114 from concentrated core-Industrial System and replaced with ELC-128 and ELC-228.
  - Remove ELC-128 and ELC-228 from other major-required and replaced with ATR-214 and MAC-114.
  - Remove ATR-214, ELC-115, ELC-118, ELC-119, ELC-121, ELC-229, and MNT from other required-electives and replaced with DFT-151.
  - Reduction in hours from 71 to 67.

- Suggest Schedule Change.
- **Health & Human Services**
  - **Manicuring/Nail Technology Certificate-C55400**
    - Transition from CU to WCE Pathways

Chairman Marshall entertained a motion to approve the 2021-2022 Curriculum Committee Recommendations as presented. Committee Chair Plemmons brought forward the motion from Committee to approve the 2021-2022 Curriculum Committee Recommendations as presented. Coming from the Committee does not require a second. All were in favor. The motion duly passed.

### **Student Fees Recommendations**

Mrs. Hines outlined the proposed 2021-2022 Curriculum Student Fees. She noted the following:

#### **Curriculum**

- The Nursing Program New fee – Review Software (NCLEXreview) NUR 213 - \$400.00
- Electrical Systems Technology removed ELC 131 (Tools) – \$400.00
- Electrical Systems Technology new Fee – ELC 113 (Tools) - \$400.00
- Welding Technology new fee – WLD110, SLD 122, SLD 131, SLD 212, WLD 261, WLD 262 - \$50.00
- Fish & Wildlife Management Technology –
  - New Fee – Equipment Fee – FOR 131, FOR 225, FOR 232, FOR 171 - \$20.00
  - New fee – Logging and Marketing Fuel and Equipment Fee (\$20 chainsaw fuel fee & \$60 equipment fee) FOR 285 - \$80.00

#### **Curriculum Fees (Outside Agencies)**

- Medical Office Administration – Tuberculosis Skin Test – Increased from \$20 to \$28.00
- Medical Office Administration – Hepatitis B Immunization – 3 series Clinical Requirement – increased from \$76.00 for one shot to \$151.00 for three shots.

#### **Workforce Continuing Education Student Fees – Immediate Changes**

- Emergency Services
  - EMT Basic (includes access to new online product) Testing Fee – Increased from \$75.00 to \$100.00
  - EMT Advanced(includes access to new online product) Testing Fee – Increased from \$110.00 to \$150.00
  - EMT-Paramedic – (includes access to new online product) Testing Fee – Increased from \$170.00 to \$200.00
  - CPR Card Fee – Increased from \$20.00 to \$28.00
- Fire & Rescue – HRD Immediate Change
  - WorkKeys Assessment Fees (includes CRC and other Assessments) – Increased from \$10-\$20 per assessment to \$30.00 per assessment
- Occupational & Community Ed
  - Automotive (Supply Fee) – New \$100.00
  - Building Construction (Supply Fee) – New for Spring 2021 - \$200.00
  - Bladesmithing (Fee mandated by American Bladesmithing Society) Not to exceed \$850.00 per course – Classes are based on price in accordance with NCCCS State Board Code – Remove Fee of \$850.00 as a requirement. Students can still take the exam if they wish and directly pay the \$850.00 for the Test/Certification.

- Defensive Driving – Classes are based on price in accordance with NCCCS State Board Code – Remove Defensive Driving - \$0.00
- Remove Heritage Arts (Arts & Crafts – Occupational) Examples of classes listed below. Other craft classes may be offered in the category base upon community demand. Remove – Basketweaving, Drawing and Painting, Wood Carving, Pottery, Music, Weaving, Jewelry & Lapidary, Stained Glass, and Quilting
- Workforce Continuing Education Fees (Outside Agencies)
  - No changes

Chairman Marshall entertained a motion to approve the 2021-2022 Student Fees Recommendations as presented. Committee Chair Plemmons brought forward the motion from the committee to approve the 2021-2022 Student Fees as presented. Coming from Committee does not require a second. All were in favor. The motion duly passed.

### **Academic Calendar**

Mrs. Hines reviewed the 2021-2022 Academic Calendar in detail, noting that the calendar is in compliance with State Holiday Procedures. The Committee discussed Graduation Exercises 2021 and the need to move the 2022 New Years Holiday from January 3 to January 4. Mrs. Hines noted that in compliance with Policy 4.1.6-Academic Terms, Trustees approve the beginning and ending date for each academic term. Chairman Marshall entertained a motion to approve the Fall 2021 and Spring and Summer 2022 Academic Calendar as presented. Committee Chair Plemmons brought forward a motion to approve the Fall 2021 and Spring and Summer 2022 Academic Calendar as presented. All were in favor. The motion duly passed.

### **Report by Mrs. Wendy Hines, VP of Instruction**

#### **Program Review Report**

Mrs. Hines provided a summary of the Program Review process. She stated that for 2019-2020, six different programs completed the review process. Associate in Engineering, Automotive Systems Technology, Collision Repair and Refinishing Technology, Electrical Systems Technology, Information Technology, and Professional Crafts-Clay. The Program Review Report included enrollment trends, challenges, barriers, and plans for the next five years for each program that was reviewed.

#### **Workforce Continuing Education Internal Audit Report**

Mrs. Hines reported that according to HCC's ConEd Workforce Accountability Plan, the plan of Internal Class Audits results is to be reviewed by the Board of Trustees annually. Due to a clerical error, the Internal Class Audit has not been shared with the Board since the new plan was approved. Mrs. Hines shared with the Committee several examples of HCC's Workforce ConEd Internal Class Audit forms. She also reported the following class audits:

- 2017 - Five Class Audits were conducted with no findings. Mrs. Hines stated that five audits were insufficient and requested Workforce/ConEd to conduct more Class Audits the following year.
- 2018 – 116 Class Audits were conducted with no findings
- 2019 – 67 Class Audits were conducted with no findings

- All sectors of Workforce/ConEd have been audited and the audit for 2020 is currently underway.

### **2021-2023 Workforce Continuing Education Accountability and Integrity Plan**

The Workforce Continuing Education Accountability and Integrity Plan is a required document per the NCCCS State Board Code. The plan is an internal document to ensure that the courses within our Workforce and Continuing Education department meet sufficient standards since they are not under the purview of SACSCOC.

Chairman Marshall entertained a motion to approve the 2021-2023 Workforce Continuing Education Accountability and Integrity Plan as presented. Trustee Milner made the motion to approve the 2021-2023 Workforce Continuing Education Accountability and Integrity Plan as presented. Trustee McDowell seconded the motion. All were in favor. The motion duly passed.

### **Report by Mr. Brek Lanning, Director of Campus Development**

- **HHS Building** – The project has gone out for bid as of October 26. The mandatory pre-bid meeting was held on November 4<sup>th</sup>. Approximately fourteen different general contractors were represented at the meeting. The bid opening will be held on December 2<sup>nd</sup> at 2 p.m. in the auditorium and via zoom. If everything goes according to the projected plan, that will put the contract coming back from State Construction around the end of December or early January. Once the contract is received, the Building and Grounds Committee will require a called meeting to review and approve as well as the full Board of Trustees.
- **Resolution** – HHS Building – Mr. Lanning presented several documents related to the Health and Human Services Building. The documents included renderings of the building site and a draft lease and agency agreement. The HHS building will be constructed primarily on property already held by Haywood County for the Creative Arts Building. The future HHS building extends 3-4 feet across the property boundary line. A survey has been acquired for the small .06 acre parcel the building encroaches upon. Attorney Smathers has drawn up a deed to combine the .06 acres with the parcel that the Creative Arts and the future Health and Human Services building sits on to make it one cohesive parcel. Discussion ensued regarding why the property has to be conveyed to the County. Attorney Smathers stated that the Community College couldn't take out a loan. The County takes out the loan on behalf of the College, and the property and building are conveyed to the County until the balance of the loan has been paid.

Chairman Marshall entertained a motion to adopt the Resolution dated November 10, 2020, regarding the Health and Human Services Building as presented. Trustee Gibson made the motion to adopt the Resolution dated November 10, 2020, regarding the Health and Human Services Building as presented. Trustee Schandavel seconded the motion. All were in favor. The motion duly passed. The HHS Building documents and the Resolution are located on electronic pages 64-83 of today's packet.

### **Report by Mrs. Karen Denney, VP of Business Operations**

**State and County Budget Report** – Mrs. Denney provided a summary of the State and County Funds Budget Reports for the period ending September 30, 2020. HCC is spending at a normal rate for this time of year for both State and County Budgets. The State Budget report shows 21.86% expended for the period, and the County Budget report shows 24.37% expended for the

period. The State and County Budget reports are located on electronic pages 86-87 of today's packet.

**Special Funds Budget Report** – Mrs. Denney provided a summary of the Special Funds Quarterly Budget Report for the period ending September 30, 2020. The Special Funds Quarterly Budget Report includes; Current Unrestricted – Institutional Support and Instruction, Current Restricted – Instruction, Student Aid, Proprietary, and Capital Outlay. Discussion ensued regarding what the Computer Technology Fee can be/is used for. Mrs. Denney noted that the majority of the balance is held in reserve should replacements be needed on servers, but can also be used for program enhancements.

**Report by BOT Chairman – George Marshall**

Chairman Marshall asked for an update on the HHS Building donations. Mrs. Denney reported that as of November 2<sup>nd</sup>, \$2,550.00 had been received. Mrs. Hardin said that she had sent reminders to her Board. Good participation from both Boards.

Chairman Marshall wished all a Blessed Thanksgiving Holiday. He noted that the next Board Meeting is on December 1, 2020, at 3:00 p.m.

Having no other Business, Chairman Marshall adjourned the meeting at 4:40 p.m.

Respectfully Submitted

*Tammy R. Goodson*

Tammy R. Goodson, Recording Secretary

**Documents Included in the Packet**

- November 10, 2020, BOT Agenda
- October 6, 2020, Board Minutes
- NC Ethics Statement
- New Employee Report
- SGA Report
- Policy 3.2.14: Child Involvement Leave
- Policy 3.2.15: Community Involvement Leave
- Curriculum Committee Recommendations
- Student Fees and Recommendations
- 2021-2022 Academic Calendar
- Program Review Report
- Workforce Continuing Education Internal Audit Report
- 2021-2023 Workforce Continuing Education Accountability Plan
- Health and Human Services Building Resolution
- State and County Funds Budget Reports for the period ending September 30, 2020
- Special Funds Budget Report for the quarter ending September 30, 2020



