



**Haywood Community College
Board of Trustees
Board Meeting
December 1, 2020**

The Haywood Community College Board of Trustees held a meeting on Tuesday, December 1, 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: Jim Blyth, Gorham Bradley, Phillip Gibson, Tammy McDowell, George Marshall, Lynn Milner, Dr. Morgan Plemmons, Kaleb Rathbone, Rhonda Schandavel, Danny Wingate

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

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

Live-Stream audio for the December 1, 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 2 of today's packet.

Agenda Approval – Chairman Marshall entertained a motion to approve the December 1, 2020, Board Agenda. Trustee Rathbone made the motion to approve the December 1, 2020, Board Agenda, as presented. Trustee Gibson seconded the motion. All were in favor. The motion duly passed. The December 1, 2020 Board Agenda is located on electronic page 1 of today's packet.

Board Minutes Approval – Chairman Marshall entertained a motion to approve the November 10, 2020, Board Minutes. Trustee Gibson made the motion to approve the November 10, 2020

Board Minutes as presented. Trustee Milner seconded the motion. All were in favor. The motion duly passed. The November 10, 2020, Board Minutes are on electronic pages 5-12 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;

- SGA honored veterans with a free meal to Bogarts in Waynesville
- Virtual Turkey Trot – HCC students, employees, and community members participated in the virtual 5K Turkey Trot. The Turkey Trot raised over \$700 for the event. The funds raised went to Mountain Projects of Haywood County, which provided approximately 40 Haywood County families with turkeys for Thanksgiving.
- HCC Student Life & SGA will have a stationary float in the Canton Parade.
- The SGA Report is located on electronic page 14-17 of today's packet.

President's Report

Dr. White informed the Board of several items:

- **Program and College Updates** –
 - HCC employee Farrah Rodriguez, Success Coach in Student Services, has been named a finalist in the NCCC Staff Member of the Year Award for 2020. Farrah is one of three finalists from across all 58 Community Colleges in NC. She will be interviewed for this top award on December 10.
 - COVID Update – HCC continues to navigate the impact of COVID on our campus and in our community as we have seen an increase.
 - Added a dashboard to our COVID website
 - Flexibility with students and employees to communicate with us about their concerns. Asking employees and students to stay home when sick or feeling unwell and supporting them through that decision
 - We are working with supervisors to create a rotation for staffing open offices and telecommute where possible while keeping college operations moving forward.

Discussion ensued regarding if HCC is prepared to go totally virtual. Dr. White stated that for the current semester, 80% + of classes are online. Pivot plans are in place for all classes should they need to go online for a time. The classes that are lab-based and need to be in-person remain in-person but also have pivot plans should the need arise to go virtual.
- Dr. White presented trustees with a copy of the 2019-2020 HCC Annual Report.
- **New Employee Report** – The New Employee report includes one full-time employee and one part-time employee. The New Employee Report is on the electronic page 19 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.
- **Contracts Report** –
 - No Contracts to report for December.

Report by Mr. Brek Lanning, Director of Campus Development

- **HHS Building** – HHS Building bid opening is December 2, 2020. Brek will notify Dr. White of the results. As far as we know, all contractors that showed up for the Pre-Bid are planning to bid. The outcome of the Bid Opening could result in a called B&G Committee and Full Board Meeting.

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 October 31, 2020. HCC is spending at a normal rate for this time of year for both State and County Budgets. The State Budget report shows 29.01% expended for the period, and the County Budget report shows 32.30% expended for the period. The State and County Budget reports are located on electronic pages 22-23 of today's packet.

Strategic Planning Task Force

Strategic Plan Review – David Onder provided a brief summary of the upcoming Strategic Planning Outline. HCC has contracted with Meridith Elliott Powell to guide us through the Strategic Planning Process. A video overview of the process was provided by Ms. Powell. David Onder will email Trustees later in the week with instructions on completing the “Pre-Work” – The Environmental Factors and the SWOT analysis. Following the video, David reviewed the Strategic Plan 2021-2026 timeline.

Report by BOT Chairman – George Marshall

Chairman Marshall shared a Thank You note from former Trustee Sorrells. On behalf of the Board, Chairman Marshall presented Dr. White and Tammy Goodson with a Christmas gift card and thanked them for all they do throughout the year. He wished everyone a safe and happy Holiday.

Chairman Marshall entertained a motion to adjourn the meeting at 3:48 p.m. Trustee Wingate made the motion to adjourn the meeting at 3:48 p.m. Trustee Rathbone seconded the motion. All were in favor. The meeting adjourned at 3:48 p.m.

Respectfully Submitted

Tammy R. Goodson

Tammy R. Goodson, Recording Secretary

Documents Included in the Packet

December 1, 2020, BOT Agenda

November 10, 2020, Board Minutes

NC Ethics Statement

New Employee Report

SGA Report

Strategic Planning Taskforce Report and Timeline
State and County Funds Budget Reports for the period ending October 31, 2020