



**Haywood Community College
Board of Trustees
Board Meeting
February 4, 2020**

The Haywood Community College Board of Trustees held a meeting on Tuesday, February 4, 2020, at 3:09 p.m. in the Board Room of the 100 Building. The following persons were present:

TRUSTEES: Jim Blyth, Gorham Bradley, Phillip Elliott, Mary Ann Enloe, Dr. Tom McNeel, George Marshall, Lynn Milner, Dr. Morgan Plemmons, Rhonda Schandavel, Susan Sorrells, Danny Wingate

GUESTS:

STAFF: Michael Coleman, Karen Denney, Brek Lanning, Marsha Stines, George Rolland, Pam Hardin, David Onder, Michelle Harris

Dr. Shelley White, BOT Secretary
Jay Lawrence, IT
Tammy Goodson, Recording Secretary
Pat Smathers

Call to Order, Ethics

Chairman Marshall called the meeting to order at 3:09 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.

Chairman Marshall amended the agenda to include a report from Brek Lanning, Campus Development Director, following the President's Report. He then entertained a motion to approve the February 4, 2020 Board Meeting Agenda as amended. Trustee Blyth made the motion to approve the February 4, 2020, Board Meeting Agenda, as amended. Trustee Sorrells seconded the motion. All were in favor. The motion duly passed. The agenda is on electronic page 1-2 of today's packet.

Board Minute Approval – Chairman Marshall entertained a motion to approve the December 3, 2019, Board Minutes. Trustee McNeel made the motion to approve the December 3, 2019 Board Minutes. Trustee Milner seconded the motion. All were in favor. The motion duly passed. The December 3, 2019, Board Minutes are on electronic pages 5-11 of today’s packet.

SGA Report – Dr. Michael Coleman presented highlights from the SGA Report on behalf of SGA President, Maggie Mehaffey. Highlights included:

- SGA and HCC Clubs participated in the Waynesville and Canton Christmas Parades
- SGA and Other Volunteers handed out Dunkin Donuts for Welcome to Spring Semester
- SGA will host Share the #love February 10-14
- Applications for SGA Officers are being accepted through March 6

The SGA Report is on the electronic pages 13-16 of today’s packet.

President’s Report

Dr. White thanked everyone for the warm welcome. She kicked off the semester with Convocation, campus tours with Brek Lanning, connected with students during the week of welcome, attended a Psychology Class, attended the local HR Association Meeting, attended several community events, and is the presenting speaker at Issues and Eggs tomorrow. Dr. White informed the Board of several items:

- **Action Items**
 - **Policies for First Reading**
 - **Policy 5.1.1-Admissions** – Changes in this policy were brought about by State Board Code changes, which relate to collecting student’s Social Security numbers. Community Colleges are required to submit Social Security numbers when related to tax information. Other minor changes were added. Chairman Marshall entertained a motion to table Policy 5.1.1-Admissions for review and consideration until the March 3, 2020 Board Meeting. Trustee Sorrells made the motion to table Policy 5.1.1-Admissions for review and consideration until the March 3, 2020 Board Meeting. Trustee Elliott seconded the motion. All were in favor. The motion duly passed. Policy 5.1.1-Admission is on electronic pages 19-23 of today’s packet.
 - **Policies for Approval**
 - **Policy 2.1.9-Reporting Crimes and Emergencies on Campus and Policy 4.2.6-Classroom Management** – The nature of the changes in these policies is due to delineating the responsibility of our Security Office and our Vice President of Student Services in the event of reporting and responding to security concerns. Chairman Marshall entertained a motion to take from the table Policy 2.1.9-Reporting Crimes and Emergencies on Campus and Policy 4.2.6-Classroom Management and approve as presented. Trustee McNeel made the motion to take from the table Policy 2.1.9-Reporting Crimes and Emergencies on Campus and Policy 4.2.6-Classroom Management and approve as presented. Trustee Enloe seconded the motion. All were in favor. The motion duly passed. Policy 2.1.9 and Policy 4.2.6 are on electronic pages 25-29 of today’s packet.
- **Audit Reports**

- **Financial Statement Audit Report** – HCC’s Financial Statements are audited every two years by the NC Office of the State Auditor. The report reflects that the Financial Statements are presented fairly in all material respects, and the results of the audit disclosed no deficiencies in internal control over financial reporting and was considered to be a clean audit.
- **HCC Foundation Independent Auditors Report** – The Foundation’s audit is conducted annually by an independent Auditor, Sheila Gahagan. The Foundations financials were found to be materially correct with no findings and was considered to be a clean audit.
- **New Employee Report** – Today’s report includes five full-time employees and numerous part-time employees. The New Employee Report is on electronic pages 31-32 of today’s packet.
- **Employee Vacancy Report** – The Employee Vacancy Report is presented twice a year in February and July. Today’s report covers July 1 – December 31, 2019. The report reflects that HCC had 17 vacancies due to either retirement or resignations, no terminations, and no non-renewals.
- **Pension Integrity Act** – Dr. White provided a definition of the Pension Integrity Act. She reported that HCC still has no employee/s who falls in this category, and we are not Pension Spiking.
- **Contracts Report** –
 - **Facility Use Agreements**
 - For HCC to be authorized by NC Criminal Justice Training and Standards to use facilities belonging to other entities, a facility use agreement must be in place. The facility use agreement gives permission for the Law Enforcement training section at HCC to use the facility. The following Facility Use Agreements are already in place, but needed to be updated with Dr. Whites signature:
 - Haywood County School System
 - Town of Maggie Valley
 - Office of the Sheriff of Haywood County, NC
 - Waynesville Police Department
 - **NC Criminal Justice Form F10SA** – is used to request on-site examination for accreditation as a delivery site for NC Basic Law Enforcement Training (BLET) and other Criminal Justice related topics.
 - **MOU between Health Education Foundation of Eastern NC, Inc. and the NC Community College System and the NC Department of Health and Human Service, Office of Rural Health** - Health Education Foundation of Eastern NC-MOU that allows HCC to send instructors to receive a new credential as a North Carolina Community Health Worker Instructor. We will be offering this as a course once we have credentialed instructors. Community Health Workers work with underserved populations to assist with accessing much needed social aid and healthcare resources. We will be the only school in the western part of the state offering this course.
- **Program Updates**
 - **BLET Accreditation** – Dr. White met with Billy Bradshaw, Field Services Coordinator of the Department of Justice and Fred Clontz, BLET Coordinator, regarding the recent accreditation visit. The Accreditation visit is conducted once

every five years. The Accreditation visit resulted in no findings that cause any concerns with HCC being re-accredited for the next five years.

- **Region A Nursing Consortium** – HCC had some changes in the past month in staffing. The Director of the Region A Nursing Consortium is vacant, which is not allowable by the Board of Nursing. In the interim, Wendy Hines, VP of Instruction, has been temporarily reassigned to be the Director of the Region A Nursing Consortium. Mrs. Hines has all the qualifications to fill the position. A new Director has been identified, the Board of Nursing has approved the candidate, and the candidate will be introduced at the March Board Meeting. Dr. White thanked Mrs. Hines for stepping into that role. Dr. White added that while Mrs. Hines is filling the Director of the Region A Nursing Consortium position, she is filling the VP of Instruction position.
- **New Customized Training Program** – Dee Massey has worked with Evergreen Packaging to develop a new customized training program. This is a two-year project which involves an \$87,000 grant. Targeted employees consist of all new employees and employees that support manufacturing and include training topics such as; Power Distribution, Blue Prints, Transmission, Hydraulics, and Assembly. Dr. White and the Board commended Dee Massey on his hard work.

Report by Mr. Brek Lanning, Director of Campus Development

Campus Development Updates –

- **Auditorium Updates** – The stage curtains and stage lighting have been completed. The new sound system is still in the process of being installed.
- **Health and Human Services Project Update** – The Health and Human Services Project Committee had a Design/Development meeting in January. The project was held up due to some required additional survey work and technical engineering work. The Board reviewed the renderings of the project.
- **JM, West, Jr. Center, Home of the HCC Lumberjacks Update** - The JM, West Jr. Center, Home of the HCC Lumberjacks project is complete, and the Certificate of Occupancy was received last week. A Ribbon Cutting Ceremony is planned for April. Landscaping will be completed as weather permits.

Dr. Michael Coleman, VP of Student Services

Student Services has continued the “Sticker Campaign” during Spring Registration. Students take a selfie with the sticker, post the photo on Facebook or Instagram and tag HCC in the post for a chance to win an Acer Aspire ES 15 laptop. The winner of the laptop for this semester is Raychel Szostak.

Final Numbers – FTE & Enrollment – Dr. Coleman presented in detail charts on final Curriculum Enrollment and FTE and Continuing Education Enrollment and FTE. He also highlighted data from the NCCCS Dashboard. The Board briefly discussed.

Informal Report for Spring Semester Enrollment – Dr. Coleman presented in detail charts on informal data for Curriculum Enrollment and FTE and Continuing Education Enrollment and FTE for Spring Semester. He also highlighted data from the NCCCS Dashboard. The Board briefly discussed.

Financial Aid & Admissions Report - Dr. Coleman presented in detail the Financial Aid 2019-2020 Summary. The report included: Number of FAFSA's Received, Number of FAFSA's Complete, Number of Students who received Financial Aid in Fall term, Total Financial Aid paid in Fall Term, Total Projected Financial Aid paid in Spring Term, and a Tuition-Free Scholarship 2019-2020 Summary. He also presented the Applied, Admitted, and Enrolled – New Students report.

The Board briefly discussed the reports presented. Dr. Coleman indicated that HCC has recruiters and career coaches in the High Schools in hopes of making a more significant impact on the number of Haywood County Graduates that attend HCC.

Report by David Onder, Director of Institutional Excellence, Research & Grants

Grants Status Report – Mr. Onder presented the HCC Grants Summary Report fo 2019-2020 in detail. The report reflected the number of applications submitted, grants awarded and amount, sponsorships, donations completed, and applications pending. The Board briefly discussed.

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 December 31, 2019. She reported that the percent expended for the State Funds Budget 45.48% and the percent expended for the County Funds Budget is 46.66%. The State and County Budget Reports are on the electronic pages 53-54 of today's packet.

Special Funds Budget Report - Mrs. Denney provided a detailed summary of the Special Funds Quarterly Report for the period ending December 31, 2019. The summary included Current Unrestricted, Current Restricted, Student Aid, Financial Aid, Proprietary, and Capital Outlay. The Board briefly discussed. The Special Funds Budget Report is on electronic pages 55-58 of today's packet.

Auxiliary Budget Reports - Mrs. Denney provided a detailed summary of the Auxiliary Funds Budget Report. The summary included Fund Balances, Revenues, and Expenditures for the Bookstore, Vending, Print Shop, and Childcare Center as of December 31, 2019. The Board briefly discussed. The Auxiliary Budget Report is on electronic page 59 of today's packet.

Report by Mrs. Susan Sorrells, Chair – Committee on Finance

Institutional Budget for FY 2019-2020 - Mrs. Denney presented in detail the FY 2019-2020 Institutional Budget. She noted that this budget is typically presented in October or November. Mrs. Denney provided a summary of State Funds, County Funds, Federal Funds, Other Funds, Total Operating Revenue, and Fund Balance Appropriated for FY 2019-2020. Discussion ensued regarding whether the State granted a raise for employees this budget year. Dr. White noted that the State did not give employees an increase for this budget year and that HCC leadership is in discussion regarding ways to provide some type of raise/bonus for employees. The Board expressed their full support of whatever leadership determined appropriate. Following the report, Committee Chair Sorrells brought forward a motion from the Committee on Finance to approve the FY 2019-2020 Institutional Budget as presented. Coming from Committee does not require a second. All were in favor. The motion duly passed. The Institutional Budget for FY 2019-2020 is on electronic page 61-62 of today's packet.

County Budget Request for FY 2020-2021- Mr. Brek Lanning presented a detailed summary of the FY 2020-2021 County Budget Request. The report included Salaries/Fringe Benefits, Other Costs (Materials, Supplies, Service Agreements, Fuel, and Legal), Professional Development/Travel, Contracted Services (Custodial contract, HCSO Contract), Utilities, and Insurance. The Current Overall Operating Budget Increase for the FY 2020-2021 Budget is 7.87%. The Capital Outlay Request included a request for a Ventrac Multipurpose Machine to replace a decommissioned Steiner Multipurpose Machine. The Board briefly discussed. Today's presentation was for information/review. The County Budget Request for FY 2020-2021 will be brought back to the Board at the March Board Meeting for formal approval. HCC will be presenting the FY 2020-2021 County Budget Request on April 20th to the Haywood County Board of Commissioners.

Chairman Marshall asked Dr. White to share with the Board regarding an upcoming vacancy. Dr. White informed the Board that Mrs. Marsha Stines would be retiring on April 1, 2020.

Report by BOT Chairman – George Marshall

Statement of Potential Conflict of Interest – Trustees are required to submit a Statement of Economic Interest to the State annually. Chairman Marshall stated, Pursuant to Chapter 138A N.C.G.S. when an actual or potential conflict of interest is cited by the Board under N.C.G.S. § 138A-24(e) with regard to a public servant sitting on a board, the conflict shall be recorded in the minutes of the applicable board and duly brought to the attention of the membership by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with the Act. N.C.G.S. § 138A-15(c).

Susan Sorrells - We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity. Ms. Sorrells is an At Large member of the Board of Trustees. She owns stock options in Bank of America. Because Bank of America could seek to do business with Haywood Community College, Ms. Sorrells has the potential of a conflict of interest. Accordingly, she should exercise appropriate caution in the performance of her public duties should Bank of America or another entity in which she owns a financial interest come before the Board for official action.

Jim Blyth - We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity. Mr. Blyth is an At Large member of the Board of Trustees. He is a realtor and broker, and he is an owner of Connie Lee Enterprises d/b/a Elk Country Realty. He has an ownership interest in several closely held real estate sales and development companies, and an excavating and earthmoving company. Because Elk Country Realty or a company in which he has a financial interest may seek to do business with Haywood Community College, Mr. Blyth has the potential for a conflict of interest. Accordingly, he should exercise appropriate caution in the performance of his public duties should any entity in which he owns a financial interest come before the Board for official action.

Updates

- **Substitution of Appointment to HCC Foundation Board** – Chairman Marshall, stated that Trustee Wingate has asked to step aside as Foundation Board Director. Trustee Bradly will fill the vacancy as Foundation Board Director.

- **February State Board Introduction of New President** – Dr. White and Chairman Marshall are attending the NCCCS State Board Meeting on February 20-21 to introduce Dr. White to the State Board.
- **Reminders** – Chairman Marshall reminded the Board of upcoming events:
 - February 6, from 4 – 6 p.m. – Welcome Reception for Dr. White
 - March 3, Board and Committee Meetings
 - March 18-20, NCACCT Law/Legislative Seminar
 - April Board Meeting Date – Chairman Marshall asked for a show of hands those that would be affected since the April Board Meeting falls during Spring Break. A display of hands reflected that the Board would have a quorum for the April Board Meeting.
- Chairman Marshall provided a brief summary regarding the NC Education Lottery Report. HCC receives approximately \$150,000 scholarship funds.
- **Maxxon Settlement** – To be discussed following Closed Session.

Closed Session - 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 Potential Litigation-Update on Litigation - Miles McClellan et.al.

Chairman Marshall entertained a motion to go into Closed Session for reasons stated above. Trustee Sorrells made the motion to go into Closed Session for purposes stated above. Trustee Blyth seconded the motion. All were in favor. The motion duly passed. The Board went into Closed Session at 4:35 p.m. Attorney Smathers asked that Mrs. Karen Denney and Mr. Brek Lanning stay for Closed Session.

The Board returned to Open Session at 5:30 p.m.

Chairman Marshall entertained a motion to approve the December 3, 2019, Closed Session Minutes as presented. Trustee Sorrells made the motion to approve December 3, 2019, Closed Session Minutes as presented. Trustee Plemmons seconded the motion. All were in favor. The motion duly passed.

Chairman Marshall entertained a motion to settle the lawsuit of Haywood Community College against Miles McClellan and all as to defendant Maxxon Southeast Incorporated for \$20,000 and as to Maxxon Corporation \$80,000 for a total of \$100,000 to release them from the lawsuit. Trustee Enloe made the motion to settle the lawsuit of Haywood Community College against Miles McClellan and all as to defendant Maxxon Southeast Incorporated for \$20,000 and as to Maxxon Corporation for \$80,000 for a total of \$100,000 to release them from the lawsuit. Trustee Blyth seconded the motion. All were in favor. The motion duly passed

Having no further business, Chairman Marshall adjourned the meeting at 5:40 p.m.

Respectfully Submitted

Tammy R. Goodson, Recording Secretary

Documents Included in the Packet

February 4, 2020, BOT Agenda

NC Ethics Statement

December 3, 2019 Board Minutes

SGA Report

Policy 2.1.9 – Reporting Crimes and Emergencies on Campus

Policy 4.2.6 – Classroom Management

Policy 5.1.1 - Admissions

New Employee Report

State and County Budget Report for Period Ending December 31, 2019

Auxiliary Budget Reports as of December 31, 2019

Special Funds Budget Report for the period ending December 31, 2019

Institutional Budget for FY 2019-2020

County Budget Request for FY 2020-2021