



**Haywood Community College
Board of Trustees
Board Meeting
March 3, 2020**

The Haywood Community College Board of Trustees held a meeting on Tuesday, March 3, 2020, at 3:00 p.m. in the Board Room of the 100 Building. The following persons were present:

TRUSTEES: Jim Blyth, Gorham Bradley, Philip Elliott, Mary Ann Enloe, Dr. Tom McNeel, George Marshall, Lynn Milner, Dr. Morgan Plemmons, Rhonda Schandavel, Susan Sorrells (via phone)

GUESTS:

STAFF: Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Marsha Stines, George Rolland, Pam Hardin, David Onder, Michelle Harris, Dee Massey, Matt Heimburg, Jeremy Phillips, Dr. Lorene Todd Putnam

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 3:00 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.

Chairman Marshall entertained a motion to approve the March 3, 2020 Board Meeting Agenda. Trustee Blyth made the motion to approve the March 3, 2020, Board Meeting Agenda, as presented. Trustee Milner 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 February 4, 2020, Board Minutes. Trustee McNeel made the motion to approve the February 4, 2020 Board

Minutes. Trustee Blyth seconded the motion. All were in favor. The motion duly passed. The February 4, 2020, Board Minutes are on electronic pages 6-13 of today's packet.

SGA Report – Maggie Mehaffey presented highlights from the SGA Report. Highlights included:

- SGA participated in #HCCsharesthe love by setting up tables around campus for students and staff to write a special note of appreciation to their instructors and/or colleagues. Students also took selfies and posted on Instagram or Facebook for a chance to win a \$50 gift card.
- SGA participated in the HCC Blood Drive. HCC had 26 donors, which equaled to 78 lives saved.
- SGA, along with Rotaract Club and others, participated in Rise Against Hunger, where over 15,000 meals were packaged in just under 1 hour and 30 minutes. Chairman Marshall commended Maggie and those that participated in packaging the meals the hard work.

The SGA Report is on the electronic pages 15-21 of today's packet.

Chairman Marshall commended Dr. White, Dr. Coleman, and Maggie Mehaffey for the excellent job on their part in the 13-WLOS segment that aired regarding "Tuition-Free Guarantee."

President's Report

Dr. White . Dr. White informed the Board of several items:

- **Program and College Updates**
 - Dr. White introduced Dr. Lorene Todd Putnam, Director of Region A Nursing Consortium, and provided a summary of Dr. Putnam's background. Dr. Putnam stated she is very happy to be back at Haywood Community College and looks forward to working with faculty and staff.
 - Dr. White thanked Wendy Hines for serving as Interim Director of Region A Nursing Consortium during the transition. The Board echoed their thanks as well.
 - Coronavirus information was sent out to HCC Everyone today. HCC had begun to receive concerns and comments from students and employees regarding the virus and how to take preventative measures. HCC is reviewing our policies and Emergency Response Plans and taking the approach of preventative measures. The Director of the Haywood County Health Department is meeting with College Leadership on Friday. Discussion ensued regarding study abroad trips. Dr. White noted that this is a concern. However, Community College Presidents are monitoring the latest news updates on the virus and are sharing information. Community Colleges are proceeding as planned while still monitoring the situation. HCC currently has no student trips planned out of the country.
 - HCC and Western Carolina University are co-hosting the Southeastern Student Wildlife Conclave on March 12-14. HCC will host the event on our Campus on March 13. Over 500 students from 22 different colleges and universities will compete in this event.
 - HCC will be hosting EdNC and the JM Belk Endowment Leadership on March 12. The group will tour campus looking at some of our program areas and will be talking with the HCC Leadership team regarding the needs and challenges we

face. The EdNC group will stay for a portion of the Wildlife Conclave and be available to report on that event.

- Budget Update from 2019-2020 – NCCCS Office notified HCC that reversion funds which are set aside in the event those funds are required to be sent back, would not be requested to be sent back. HCC’s Executive Team looked at needs across and determined that funds could be prioritized for a one-time bonus for full-time and permanent part-time employees as an expression of appreciation. Discussion ensued. In the absence of any decision on a salary increase at the State-Wide level, HCC felt this was in order.
- Matt Heimburg summarized a presentation on the HCC Study Abroad Planning trip to Mexico. He provided the following information on why study abroad trips are important: why HCC is considering Puebla, Mexico, information about Puebla, the impact it has on HCC’s students, safety zone information, financial information, outcomes of the exploratory trip, itinerary of the exploratory trip, and the preliminary budget for the exploratory trip. Discussion ensued. Dr. White noted that leadership wanted to bring this before the board for discussion and information in light of global concerns surrounding the coronavirus and restarting the program. The Board briefly discussed and offered support for study abroad trips.. Dr. White expressed her appreciation for the Board’s support.
- **Action Items**
 - **Policies for First Reading**
 - **Policy 2.3.8-Records Retention** – The revision in this policy only adds a line “Local reference dates are specified in Procedure 2.3.8.1-Local College Retention Schedule.” This line allows us to set retention dates within the procedure as needed on the retention schedule.
 - The next four policy revisions are related to updating our college catalog and RISE
 - **Policy 5.2.4-Grading System** – Changes are related to our RISE onboarding. The recommended change is related to the “R” that may appear on a transcript and clarifies to the student what the “R” means.
 - **Policy 5.2.6-Academic Progress** – The revisions are related to our updated structure in our admissions and advising department and updated processes on how those students are engaged.
 - **Policy 5.2.9-Graduation/Program Completion** – This revision updates the language related to our Associates in General Education Program, which was phased out a few years ago and added our Associate in General Education Nursing which is a new program which helps students be prepared to transfer into a Bachelor’s Degree in Nursing.
 - **Policy 6.1.2-Tuition Residency Requirements** – The revisions reflect updated language from the Community College System Office. Discussion ensued regarding resident versus non-resident and documented versus un-documented. HCC follows State Community College guidelines for residency requirements.

Chairman Marshall entertained a motion to table Policy 2.3.8-Records Retention, Policy 5.2.4-Grading System, Policy 5.2.6-Academic Progress, Policy 5.2.9-Graduation/Program Completion, and Policy 6.1.2-Tuition Residency Requirements for review and consideration until the April 7, 2020 Board Meeting. Trustee Blyth made the motion to table Policy 2.3.8-Records Retention, Policy 5.2.4-Grading System, Policy 5.2.6-Academic Progress, Policy 5.2.9-Graduation/Program Completion, and Policy 6.1.2-Tuition Residency Requirements for review and

consideration until the April 7, 2020 Board Meeting. Trustee Sorrells seconded the motion. All were in favor. The motion duly passed. The Policies are located on electronic pages 23-30 of today's packet.

- **Policies for Approval**
 - **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 take from the table Policy 5.1.1-Admissions and approve as presented. Trustee McNeel made the motion to take from the table Policy 5.1.1-Admissions and approve as presented. Trustee Enloe seconded the motion. All were in favor. The motion duly passed. Policy 5.1.1-Admission is on electronic 32-39 pages of today's packet.
- **New Employee Report** – Today's report includes three full-time employees and numerous part-time employees. The New Employee Report is on electronic pages 41-42 of today's packet.
- **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** –
 - **Aviso Service Agreement** – AVISO is an early alert referral system implemented to help students succeed in their academic goals. The AVISO software is a retention tool that allows faculty and staff to monitor student progress and gain a deeper understanding of their successes and challenges.
 - **Republic Services Agreement** – Republic Services Agreement is a Waste Removal Service Agreement to transport and dispose of or recycle all non-hazardous solid waste materials, including recyclable materials and waste materials.
 - **Remote-Learner Solutions Agreement** – Platform used for customized eLearning

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 January 31, 2020. She reported that the percent expended for the State Funds Budget 53.07% and the percent expended for the County Funds Budget is 59.47%. The State and County Budget Reports are on the electronic pages of today's packet.

Report by BOT Chairman – George Marshall

Updates

- **BOT Secretary Appointment** - Chairman Marshall, appointed Dr. Shelley White as BOT Secretary and Tammy Goodson as Recording Secretary.

- **By-Laws Review/Revisions** – Chairman Marshall, chaired the Personnel/By-Laws Committee, which consists of Lynn Milner, Chair, Dr. Morgan Plemmons, and Gorham Bradley, with the annual By-Laws review. Chairman Marshall indicated there was one change needed due to a revision in NCGS. Recommended revisions will be brought forward at the May Board Meeting.
- **Annual BOT Self-Evaluation** – The BOT Self-Evaluation forms were distributed. Forms are due to Tammy by April 7th.
- On behalf of the Board, Chairman Marshall presented a certificate of appreciation to Marsha Stines for her dedication and service to HCC.

Trustee Enloe requested information regarding the recent report by 13WLOS on Community College and University NCLEX Scores. Dr. White and Mrs. Wendy Hines provided a detailed summary. Dr. White noted that the percentage given for the pass rate reflects the percentage of students who passed the NCLEX on the first try. HCC is looking at program improvement, improving accessibility to program materials, improved focus on faculty and leadership recruitment, and improvements on admissions requirements. Discussion ensued.

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.
- (a)(5): to discuss material terms of acquisition of real property

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 4:10 p.m.

The Board returned to Open Session at 4:46 p.m.

Chairman Marshall entertained a motion to approve the February 4, 2020, Closed Session Minutes as presented. Trustee Blyth made the motion to approve February 4, 2020, Closed Session Minutes as presented. Trustee Milner seconded the motion. Trustee Sorrells abstained. All others were in favor. The motion duly passed.

Having no further business, Chairman Marshall adjourned the meeting at 4:50 p.m.

Respectfully Submitted

Tammy R. Goodson, Recording Secretary

Documents Included in the Packet

- March 3, 2020, BOT Agenda
- NC Ethics Statement
- February 4, 2020, Board Minutes
- SGA Report
- Policy 2.3.8 – Records Retention

Policy 5.2.4 – Grading System

Policy 5.2.6 – Academic Progress

Policy 5.2.9 – Graduation/Program Completion

Policy 6.1.2 – Tuition Residency Requirements

Policy 5.1.1 – Admissions

New Employee Report

State and County Budget Report for Period Ending January 31, 2020