



**Haywood Community College
Board of Trustees
Board Meeting
April 7, 2020**

The Haywood Community College Board of Trustees held a meeting on Tuesday, April 7, 2020, at 3:00 p.m. in the Board Room of the 100 Building. The following persons were present via Conference Call/Board Room:

TRUSTEES: Jim Blyth, Gorham Bradley, Dr. Tom McNeel, George Marshall, Lynn Milner, Dr. Morgan Plemmons, Kaleb Rathbone, Rhonda Schandavel, Susan Sorrells, Danny Wingate

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

GUESTS:

Dr. Shelley White, BOT Secretary
Maggie Mehaffey
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 April 7, 2020 Board Meeting Agenda. Trustee Sorrells made the motion to approve the April 7, 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 March 3, 2020, Board Minutes. Trustee Milner made the motion to approve the March 3, 2020 Board

Minutes. Trustee Plemmons seconded the motion. All were in favor. The motion duly passed. The March 3, 2020, Board Minutes are on electronic pages 6-11 of today's packet.

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

- Lunch with Dr. White – SGA shared what they love about HCC Campus and gave insight into areas that could use improvement.
- Student Life Online – Student life will post weekly updates on social media platforms, including activities and contests that students can take part in.
- Dr. Coleman, Hannah Moore, and Calab Tate are recording small video productions that will encourage students to take part in challenges, including lip sync battle, photo contests, trivia, and more

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

President's Report

Dr. White informed the Board of several items:

○ **Program and College Updates**

- Dr. White presented HCC's COVID-19 Response Timeline. She thanked the COVID-19 Response Team (Karen Denney, Wendy Hines, Michael Coleman, George Rolland, Brek Lanning, Michelle Harris, Sara Phillips, Lt. Shuler, and Marsha Stines (through 3/30/2020)) for their leadership in the decision making and assistance to ensure strong communication throughout the campus and community. Following the timeline summary, she noted that in the past two weeks, there had been increased online engagement with students through Student Life & Wellness, Increased engagement with employees through videos, Zoom meetings, and connectivity opportunities through HR. On April 6, 2020, HCC launched HCC Cares, which expanded Emergency funds for students through the HCC Foundation.
- Beginning next week, HCC is announcing WiFi access via our parking lots in three locations.
- Dr. White provided details on how HCC is providing Community Support
 - Continued operation of our Child Care Center
 - Partnered with Haywood County Emergency Management for the use of the Regional High Tech Center as a base of operations – also use of Public Services Training Facility loading dock for deliveries.
 - Donation of Personal Protective Equipment from Health and Emergency Programs to Haywood Regional Medical Center.
 - Transferred use of donated ambulance back to the county for the response effort.
 - Loaned sewing machines from our quilting program in partnership with County to HVO to assist with mask and gown production.
 - We are working with WCU on face shield production using our 3D printing equipment in Continuing Ed.

Discussion ensued regarding programs that require hands-on hours, which may not be completed in the time allotted for the current semester due to COVID-19. Dr. White noted that programs that require hands-on hours for the student to

complete the course would have to be completed later. HCC would provide the instruction for these students at a later time so that the students affected could complete the required hours. Circumstances such as programs with hands-on hours will be addressed in policy later in today's agenda.

- **Action Items**

- **Policies for Approval – Second 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 take from the table and approve as presented 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. Trustee Sorrells made the motion to take from the table and approve as presented 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. Trustee Rathbone seconded the motion. All were in favor. The motion duly passed. The Policies are located on electronic pages 18-27 of today's packet.

- **Policies for Approval – Waive Second Reading**

- **Policy 2.1.10 – Communicable Diseases-Bloodborne Pathogens** – Policy 2.1.10 creates more depth to how we might respond to a public health incident and helps to clarify further how we might respond. The new policy spells out that it might be other potential diseases other than influenza.
 - **Policy 3.2.19 – Employee Work and State of Emergency Leave** – Policy 3.2.19 mirrors leave policies that have been approved for all state agencies. Very specific to COVID-19 response. The policy is time-bound from mid-March through April. HCC has reduced the impact on

employees through telecommuting. The policy would be retroactive. The policy also grants the President or his or her designee the authority to extend the period in which this policy is effective, to the extent funding allows.

- **Policy 5.2.2 – Withdrawal From Courses** – The policy currently allows students to withdraw from a course up to the 75% point of the class. The only exception before the revision was related to medical issues. HCC revised the policy to include extenuating circumstances to include national or local emergencies, weather-related events, or student-related absences. The revision includes giving the student right to withdraw from the course right up to the end of the course.

Chairman Marshall entertained a motion to waive the second reading and approve as presented Policy 2.1.10-Communicable Diseases-Bloodborne Pathogens, Policy 3.2.19-Employee Work and State of Emergency Leave, and Policy 5.2.2-Withdrawal From Courses. Trustee McNeel made the motion to waive the second reading and approve as presented Policy 2.1.10-Communicable Diseases-Bloodborne Pathogens, Policy 3.2.19-Employee Work, and State of Emergency Leave, and Policy 5.2.2-Withdrawal From Courses. Trustee Blyth seconded the motion. All were in favor. The motion duly passed. The Policies are located on electronic pages 29-39 of today's packet.

- **New Employee Report** – Today's report includes six 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** –
 - Bartlett Tree Experts Agreement – Bartlett Tree Experts, will provide an assessment of tree risk for the tree(s) designated by HCC.

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 February 29, 2020. She reported that the percent expended for the State Funds Budget 61.91% and the percent expended for the County Funds Budget is 68.22%. The State and County Budget Reports are on the electronic pages 44-45 of today's packet.

Report by Mrs. Susan Sorrells, Chair Committee on Finance

FY 2020-2021 County Budget Request – Mr. Brek Lanning presented a detailed summary of the changes to 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 3.9%. The Capital Outlay Request included a request for a Ventrac Multipurpose Machine to replace a decommissioned Steiner Multipurpose Machine. The Board briefly discussed. HCC

will be presenting the FY 2020-2021 County Budget Request on May 4th to the Haywood County Board of Commissioners. Committee Chair Sorrells brought forward the following motion from Committee: The Committee on Finance moves to approve and take forward to the Haywood County Board of Commissioners the FY 2020-2021 County Budget as presented. Coming from Committee does not require a second. All were in favor. The motion duly passed. The FY 2020-2021 County Budget Request is located on electronic pages 47-57.

Report by HCC Attorney – Pat Smathers

Proposed Settlement Discussion for Creative Arts Building – Attorney Smathers reported that he has three checks from the Maxxon defendants totaling \$100,000. That will leave two remaining defendants, Miles McClellan and Carolina Flooring. Attorney Smathers said that he expects to have updates by next month's Board Meeting. Today's check will bring the total settlement to \$300,000. Attorney Smathers crafted the following motion: Move to accept the sum of ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000.00) as settlement from Defendants Maxxon Corporation, Maxxon Southeast, Inc. Max-Tech, Inc. in that action entitled, Haywood Community College, Plaintiff v. Miles McClellan Construction Company, Inc., et al., Haywood County File No. 16 CvS 997, and authorize execution of all required documentation by Attorney Patrick U. Smathers and College officials as necessary and consistent with the terms of the settlement as presented. Trustee Blyth made the motion to Move to accept the sum of ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000.00) as settlement from Defendants Maxxon Corporation, Maxxon Southeast, Inc. Max-Tech, Inc. in that action entitled, Haywood Community College, Plaintiff v. Miles McClellan Construction Company, Inc., et al., Haywood County File No. 16 CvS 997, and authorize execution of all required documentation by Attorney Patrick U. Smathers and College officials as necessary and consistent with the terms of the settlement as presented. The motion was seconded by Trustee Sorrells. All were in favor. The motion duly passed.

Report by BOT Chairman – George Marshall

Updates

- **President's Evaluation** – Chairman Marshall reported that Dr. White came on board January 1, 2020. The State Board has waived our requirement to evaluate her due to her short tenure. A letter was sent to the State Board of Community Colleges, and an acknowledgment was received from them regarding the waiver.
- **Nominating Committee** - Chairman Marshall reminded the Nominating Committee, which is chaired by Trustee Milner, that a list of nominations is to be presented at the June Board Meeting. Due to a change in statute, the Board's Annual Meeting is moved to August.
- **Annual BOT Self-Evaluation** – Chairman Marshall, reminded Trustees that the Annual BOT Self-Evaluation is due and asked that Trustees forward to Tammy if they have not already done so.
- **Next BOT Meeting May 5, 2020** – Chairman Marshall noted that the next Board Meeting is on May 5, 2020. It is unclear at this time whether the Board will be meeting in person or via Conference Call.

Having no further business, Chairman Marshall entertained a motion to adjourn the meeting. Trustee Sorrells made the motion to adjourn the meeting at 4:01 p.m. Trustee Blyth seconded the motion. All were in favor. The motion duly passed.

Respectfully Submitted

Tammy R. Goodson

Tammy R. Goodson, Recording Secretary

Documents Included in the Packet

April 7, 2020, BOT Agenda

NC Ethics Statement

March 3, 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 2.1.10 – Communicable Diseases-Bloodborne Pathogens

Policy 3.2.19 – Employee Work and State of Emergency Leave

Policy 5.2.2 – Withdrawal from Courses

New Employee Report

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