



**Haywood Community College
Board of Trustees
Board Meeting
May 5, 2020**

The Haywood Community College Board of Trustees held a meeting on Tuesday, May 5, 2020, at 3:03 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, Philip Elliott, Mary Ann Enloe, 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, David Onder, Michelle Harris

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 3:03 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 May 5, 2020 Board Meeting Agenda. Trustee Sorrells made the motion to approve the May 5, 2020, Board Meeting Agenda, as presented. Trustee Bradley 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 April 7, 2020, Board Minutes. Trustee Milner made the motion to approve the April 7, 2020 Board

Minutes. Trustee Schandavel seconded the motion. All were in favor. The motion duly passed. The April 7, 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:

- Online platforms to keep students engaged – Coffee on the Couch, Did you Know, Funny Friday's, and Tuesday Trivia.
- 2020-2021 SGA Officers – SGA President - Gina Kelley, SGA Vice-President – Lucas Evanko, and Secretary – Rachael Hart.

SGA President Maggie Mehaffey thanked the Board for the opportunity to serve. The Board commended Ms. Mehaffey for her service as SGA President.

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

President's Report

Dr. White informed the Board of several items:

- **Program and College Updates**
 - COVID-19 Update – HCC has had another month of mostly online instruction and the majority of our employees telecommuting. The RCAC, Campus Development, and several other administrative staff continue to report to campus daily. HCC is nearing the untraditional end of the Spring Semester and would typically be celebrating with our graduates at the end of this week.
 - A large percentage of our classes will be finishing in traditional and non-traditional formats on time. Dr. White thanked VP of Instruction – Wendy Hines and her team for all they did to make this happen. The remainder of the students will be completing their classes in the upcoming weeks.
 - HCC has distributed student and employee surveys to gain feedback from each as to how they are being supported, how can we support them. HCC will look at the data internally to assess how we may continue to support students and employees during this pandemic.
 - HCC extended the HCC Emergency Leave Policy to match the state leave through May 8, 2020. Currently, nine employees have utilized the Emergency Leave.
 - **HCC Foundation Update** – HCC Foundation announced last month an expansion of the Emergency funds for students, which is called "HCC Cares." To date, the Foundation has awarded a total of \$8,754 in assistance, which helped 40 students. The total provided the following assistance; food/gas cards, utility bills, rent payments, with four students receiving both utility assistance and food/gas cards. The Foundation has decided not to hold the Gala this year due to timing and the uncertainty about large gatherings. HCC is looking at some other ways to engage donors/the community in different ways. HCC also received a grant this week from Walmart Foundation to support the emergency fund as well as interest from a local industry that is also interested in supporting the emergency fund.
 - **Looking to the Future** –
 - Summer and Fall registration are open. HCC has exceeded 70% of our last Summer's registration total with a month to go before Summer

classes begin. Fall enrollment was open one week ago today, and HCC is at 27% of our enrollment from last Fall. HCC continues to explore new ways to recruit and grow our future enrollment.

- HCC received guidance from the NCCCS Office regarding how we could begin in-person lab training in conjunction with the Governor’s phased re-opening. HCC is conducting an evaluation of spaces with social distancing/ 6-feet and a limited number of gatherings. We will be encouraging mask usage for all, providing PPE cleaning and cleaning kits for each area, and updating space/equipment arrangements for each area. Programs with higher “touch” would not be brought back at this time, such as cosmetology. The first priorities are the sections that have classes remaining to finish out the Spring Semester, which would resume the week of May 18th. We will continue to encourage telecommuting to the greatest extent possible through phase one re-opening of the Governor’s Order. As we shift into the Summer Semester, we would follow similar guidelines.
- **New Employee Report** – Today’s report includes one part-time employee. The New Employee Report is on electronic page 26 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** –
 - ARS Construction Services Agreement – Agreement to repair the 300 Building Roof
 - Fireblast Global Training and Maintenance Agreement - “Maintenance Visit Agreement” for the service contract on the FireBlast burn system at the Public Services Training Facility. This is an annual service agreement.

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 March 31, 2020. She reported that the percent expended for the State Funds Budget 70.24% and the percent expended for the County Funds Budget is 75.31%. The State and County Budget Reports are on the electronic pages 28-29 of today’s packet.

Budget Management – Mrs. Denney reported that HCC received notification last week that the Office of State Budget and Management is requiring us to implement budget management measures for the remainder of FY 2019-2020. She stated that effective immediately, HCC will implement spending restrictions that will apply to State Funds only. The restrictions do not apply to federal funds that flow through State accounts, monies held in college institutional or County funds. Mrs. Denney outlined in detail the three categories, purchasing, travel, and hiring, addressed in the memo. As a result, HCC may have State funds remaining that will be reverted at the end of the fiscal year.

Special Funds Quarterly Budget Report – Mrs. Denney reported that all accounts are on track for this time of the year. She called the Board’s attention to the Proprietary Funds-Childcare Center. Mrs. Denney stated that the Childcare Center has remained open through the COVID-19 Pandemic. The Childcare Center is considered an essential business to provide childcare for

frontline “essential” workers. However, due to some parents keeping children at home and the fact that the Childcare Center is 90% funded by private pay, it does impact the Childcare Center financially. The financial impact is yet to be realized, given that Subsidy funding and NC Pre-K funding is coming in for March, April, and May at the regular rate. The enrollment in the Childcare Center went from 120 to 36 for the month of April. The 36 children’s parents are all frontline workers. DHHS has provided funding to give our Childcare Center workers a bonus for April and May. Discussion ensued.

Report by Mrs. Susan Sorrells, Chair Committee on Finance

Accounts Receivable Write-Off – Mrs. Denney provided a detailed summary regarding the background, procedures for collection, and the four categories of the FY 2016-2017 recommended Write-Offs. The summary of the FY 2016-2017 recommended Write-Offs are:

Enrollment Status Changes	\$67,737.06
Returned Checks	--
Nelnet Payment Plan	\$ 799.51
Child Care Fees	\$ 2,760.62
Total	<u>\$71,297.19</u>

Discussion ensued regarding the success of continued efforts to collect write-off debt and if students are able to apply to other institutions if they have a bad debt with HCC.

Following discussion, Committee Chair Sorrells brought forward a motion from Committee to approve the write-off of accounts receivable for FY 2016-2017- in the amount of \$71, 297.19 deemed uncollectible as of April 9, 2020. Coming from Committee does not require a second. All were in favor. The motion duly passed. The Accounts Receivable Write-Off for FY 2016-2017 is located on page 34 of today’s packet.

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

HCC Vision and Mission Review – Mr. Onder reviewed HCC’s Vision and Mission with the Board. Discussion ensued. Mr. Onder stated that the Strategic Plan, Vision, and Mission will be reviewed during the Fall and Spring Semester of 2020-2021 in preparation for a new Strategic Plan to begin in July 2021. The Vision and Mission are located on pages 37-40 of today’s packet.

Report by Ms. Lynn Milner, Chair – Personnel/By-Laws Committee

Committee Chair Milner summarized the proposed changes to the By-Laws and stated the changes are required to align with NCGS 115D-18 – Organization of boards; meetings, moving the Annual Meeting from May to August. Committee Chair Milner brought forward a motion from the committee to waive the By-Laws adoption rules as set forth in Article VIII-Adoption and Amendment, Section 1 and 2 of HCC By-Laws to approve the revisions as presented in order to comply with NCGS 115D-18 – Organization of boards; meetings. Coming from the committee does not require a second. All were in favor. The motion duly passed. The By-Laws are located on pages 42-54 of today’s packet.

Report by Ms. Lynn Milner, Chair – Nominating Committee

Committee Chair Milner submitted, on behalf of the Nominating Committee, the following proposed slate of officers for 2020-2021; BOT Chair – George Marshall, BOT Vice-Chair – Dr. Tom McNeel, BOT Secretary – Dr. Shelley White, and Recording Secretary – Tammy Goodson. Chair Marshall stated that the slate of officers will be voted on at the “Annual Meeting,” which is now August.

Report by BOT Chairman – George Marshall

Updates From Campus Development

- **Health and Human Services Building** – Mr. Lanning reported that the Architect has almost completed construction documents. HCC should receive the documents by the beginning of next week. The Health and Human Services Design Committee will meet to review and finalize documents/plans. Following the meeting, the Architect will submit the documents to State Construction. Once submitted, it should take approximately 30 days for approval. After approval, the project will go out for bids (late June, early July). That should put the project beginning in August.
- **300 Building Roof Repair** – The roofing repair project began this week and is expected to take four weeks to complete.
- **Miscellaneous** –
 - HCC Campus roads and parking lots have been restriped,
 - Multiple minor projects have been completed across campus,
 - Installed screenings for high traffic areas in preparation for employees and students returning to campus,
 - Assessing classrooms and labs for safety/social distancing requirements.
- Chair Marshall reported that the Trustee Self-Evaluation has been completed and will be shared at the Annual Meeting in August.
- Chair Marshall stated that in response to some feedback received on the BOT Self-Evaluation, a copy of “Forest, Farm, and Garden” – a book about HCC’s Arboretum and a copy of HCC’s current Strategic Plan would be mailed to each Trustee.

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 at 4:01 p.m. Trustee Sorrells made the motion to go into Closed Session for reasons stated above. Trustee Milner seconded the motion. All were in favor. The motion duly passed.

Having no further business, Chairman Marshall adjourned the meeting at 4:20 p.m.

Respectfully Submitted

Tammy R. Goodson

Tammy R. Goodson, Recording Secretary

Documents Included in the Packet

May 5, 2020, BOT Agenda

NC Ethics Statement

April 7, 2020, Board Minutes

SGA Report

New Employee Report

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

Special Funds Budget Report as of March 31, 2020

FY 2016-2017 Accounts Receivable Write-Off Report

HCC BOT By-Laws