



**Haywood Community College  
Board of Trustees  
Board Meeting  
June 2, 2020**

The Haywood Community College Board of Trustees held a meeting on Tuesday, June 2, 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, Mary Ann Enloe (in @ 3:33 p.m.), Dr. Tom McNeel, George Marshall, Lynn Milner, Susan Sorrells, 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  
Pat Smathers, HCC Attorney

**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 not 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 stated that today's Agenda needed to be amended to include a 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)(5): to discuss the material terms of acquisition of real property

Attorney Smathers indicated that the Board could vote on amending the Agenda without the quorum. Chairman Marshall entertained a motion to approve the June 2, 2020 Board Meeting Agenda as amended. Trustee Blyth made the motion to approve the June 2, 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 Minutes Approval** – After a quorum was present, Chairman Marshall entertained a motion to approve the May 5, 2020, Board Minutes. Trustee McNeel made the motion to approve the May 5, 2020 Board Minutes. Trustee Milner seconded the motion. All were in favor. The motion duly passed. The May 5, 2020, Board Minutes are on electronic pages 6-11 of today's packet.

## **President's Report**

Dr. White informed the Board of several items:

- **Program and College Updates**
  - **COVID-19 Update** – HCC is shifting plans and making adjustments to teach-out Spring Classes. The Spring teach-out hours consist of the lab hours remaining for students to complete their Spring 2020 objectives. As we shift into the Summer Semester, we would follow similar guidelines. The Summer Semester begins on June 8<sup>th</sup>. HCC has aligned with phase two of re-opening in NC. Language in phase two of NC's re-opening allows Educational institutions to be exempt in regards to large gathering rules. However, we are still taking seriously social distancing, and CDC recommended cleaning. Plexiglass shields have been installed in high traffic areas such as the bookstore, cashier, and student services area. Campus Development has issued PPE Kits, installed signs and directional floor markings, updated signage, and PPE Coordinators and kits are in place. HCC is encouraging face coverings, hand washing/sanitizing, and social distancing. We have added extra screenings at the RCAC, and all Healthcare Classes, as well as the Cosmetology Program, will be operating the same as Salons are required. For the month of June, Cosmetology will continue practicing on mannequins. 80% of HCC's Summer classes remain online. The lab/hands-on classes are on campus, with social distancing guidelines in place.
  - Through HCC's HR Office, we have extended the HCC Emergency Leave. The policy granted leave through May 22. Now that this date has expired, we have authority through the Federal Plan forward.
- Training for employees that have been telecommuting or not been on campus for a while is being provided on how the campus may look different, how we aren't using shared spaces as frequently, and encouraging zoom or teleconference meetings.
- Dr. White reviewed HCC's screening plans, cleaning plan, and our return to work plan with Patrick Johnson of the Haywood County Health Department. Mr. Johnson felt HCC's plans were comprehensive and follow all guidelines.
- Budget Planning – HCC is following legislative concerns on NC's ability to utilize Federal COVID-19 funding for operational shortfalls. HCC is working with a State budget projection of 3.3% less than last year. If there are significant shortfalls at the State level, it may affect our budget. HCC's County Budget request for a 3% increase was approved at the recent Commissioners meeting.
- Federal Cares Act allocation has been received. Half of our allotted amount is being distributed to students (as required), and the remaining half is used to cover and reimburse expenses that HCC has incurred due to our COVID-19 response. HCC has one year to spend these funds. HCC has already distributed approximately \$37,000 in emergency aid from the Federal Cares Act allocation to students. The Federal Cares Act dollars are above and beyond our own HCC Cares Initiative. HCC will continue to distribute both as students' needs arise.

- Technology – HCC is one of 12 colleges piloting a new online and data management system for our Workforce and Continuing Ed programs. The new software will allow an online “Amazon-like” registration experience, which also helps with cross-marketing and reports. HCC’s involvement in this project will also advance other self-service modules for the college. It will move our data management system to “cloud-based,” which is now a best practice for colleges, after a significant data hijacking situation at one of our sister colleges.
- **New Employee Report** – Today’s report includes one full-time employee. The New Employee Report is on electronic page 13 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** –
  - Trend Micro InterScan Messaging Security maintenance renewal agreement – The agreement provides licenses for email and spam filtering/messaging security.
  - Amazon Web Services (AWS) hosting contract for the System Office -Colleague to the Cloud Migration Project - Enterprise Agreement

### **Report by Dr. Michael Coleman, VP of Student Services**

- **Graduation Update** – FY 2019-2020 Graduation Data shows HCC currently has a total of 429 graduates, 226 Associates Degrees, 59 Diplomas, 288 Certificates, and 23 Haywood Early College Graduates who are receiving an Associate Degree, for a total of 563 credentials awarded. Spring teach-outs, which are in progress, will affect the graduation numbers.
- **2019-2020 Graduation Ceremony** is scheduled for August 7, 2020, pending large gathering restrictions. Times for the ceremonies are 4:30 p.m. & 7:30 p.m.
- HCC will host a drive-thru diploma pick-up event. HCC will have staff positioned outside, giving students their diploma cover, college transcript, a gift bag with a decal, water bottle, etc., and a polaroid type frame to cover their window for a keepsake picture opportunity. Balloons, signs, and Clyde the Bobcat will complete the event.
- **Enrollment Update** – Last Summer HCC’s final FTE count was 123. As of today, we are at 126.09 FTE for Summer. This number could change given purge for non-payment, and we still have a few days left before the deadline to enroll is up. As of now, we are 30% below where we were this time last year for Fall enrollment. However, Fall registration did not begin until a month after we typically begin Fall registration and we expect this gap will close as we go through the Summer.

### **Report by Mr. Brek Lanning, Director of Campus Development**

- **Campus Emergency Preparedness Report** – Mr. Lanning provided a detailed report on Campus Emergency Preparedness. The report includes:
  - the number and type of Campus Drills conducted from June 2019 – May 2020
  - the variety of tests during drills
  - information on our Emergency Notification System
  - information on Haywood County Alert System
  - the number of additional Cameras purchased
  - information on the new BadgePass door access system
  - emergency lighting installation at IT

- training events attended
- HCC Emergency Management Website
- School Dude App
- safety training
- security incidents
- calls for assistance Security responded to
- violations issued by security
- Campus Radio updates
- information on Travel/Transportation Station.
- **Facilities Update –**
  - **Health and Human Services Building Project (HHS)** – Construction documents are finalized. Mr. Lanning will schedule a Design Committee meeting to review the completed construction document. The documents have been submitted to State Construction. State Construction’s review will take 4 – 6 weeks. When State Construction completes its review, the documents will have to be submitted one additional time for the bid approval process. We anticipate an early August date for going out for bid. Construction is expected to begin in September or Early October. Dr. White provided a detailed update on the funding model of the project. The project is funded by the NC Connect Bond (\$2.8 Million) and Haywood Healthcare Foundation Gift (\$4.5 - \$5 Million).
  - **Roofing Repair 300 Building** – This project is nearing completion with approximately three weeks remaining.
  - **Wayfinding Signage** – Joe Warren has been prepping posts for the signs. HCC will begin mocking up the signs and preparing for installation. The new signs will have the new building names on them.

Chairman Marshall commended Mr. Lanning and Campus Development for all the work they have done to make the campus safe and beautiful.

**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 April 30, 2020. She reported that the percent expended for the State Funds Budget 79% and the percent expended for the County Funds Budget is 83.17%. Discussion ensued regarding surplus funds and the ability to move funds to assist the Foundation. Mrs. Denney responded fund transfers/recoding had been completed prior to spending restrictions implementation. The State and County Budget Reports are on the electronic pages 24-25 of today’s packet.

**Report by Mr. Pat Smathers, HCC Attorney**

Attorney Smathers reported that during last month’s Closed Session, he presented a proposed settlement agreement for the Creative Arts Building pending the receipt of funds. Attorney Smathers stated that he had received the remaining funds for the settlement. He has received four checks totaling \$400,000 and provided a breakdown of the checks from the various entities making the final settlement. Attorney Smathers summarized in detail the amounts from each entity today and from each that have already remitted settlement. He stated that the final settlement totaled \$700,000 plus an additional compensation in additional repairs for a total of \$850,000. Attorney Smathers noted that a formal motion is required to finalize the settlement. Chairman Marshall entertained a motion to accept the final checks and settlement agreement as

Attorney Smathers had outlined. Trustee Enloe made the motion to accept the final checks and settlement agreement, as described by Attorney Smathers. Trustee Sorrells seconded the motion. All were in favor. The motion duly passed.

### **Report by BOT Chairman – George Marshall**

- Dates to Remember – Chairman Marshall called the Board's attention to “Dates to Remember.” He noted that Graduation and the August Board Meeting are pending large gathering restrictions.
- BOT Calendar for FY 2020-2021 – Haywood Community College BOT Calendar for FY 2020-2021 is located on page 28 of today’s packet
- As of today, HCC has received two Board appointments. The Governor’s appointment has not been received. The Haywood County Board of Education appointed Mr. Phillip Ray Gibson, and the Haywood County Board of Commissioners appointed Dr. Deborah Porto.
- Chairman Marshall reminded Trustees if they have made their annual contribution to the HCC Foundation, please do so. Trustees can check with Mrs. Hardin if they are unsure regarding their contribution.

**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)(5): to discuss the material terms of acquisition of real property

Chairman Marshall entertained a motion to go into Closed Session at 3:59 p.m. Trustee Sorrells made the motion to go into Closed Session for reasons stated above. Trustee Enloe seconded the motion. All were in favor. The motion duly passed.

The Board returned to Open Session at 4:17 p.m.

Chairman Marshall recognized Trustee Sorrells and Enloe for their dedicated service to the Board. He stated that a Board Reception will be held prior to the August 2020 Board meeting to recognize the outgoing Trustees and welcome the incoming Trustees.

Having no further Business, Chairman Marshall called for a motion to adjourn the meeting. Trustee McNeel made the motion to adjourn the meeting. Trustee Milner seconded the motion. All were in favor. The motion duly passed. The meeting adjourned at 4:19 p.m.

Respectfully Submitted

*Tammy R. Goodson*

Tammy R. Goodson, Recording Secretary

### **Documents Included in the Packet**

June 2, 2020, BOT Agenda  
NC Ethics Statement  
May 5, 2020, Board Minutes  
New Employee Report

State and County Budget Report for Period Ending April 30, 2020  
Graduation Report  
Campus Emergency Preparedness Report  
BOT Calendar for FY 2020-2021