



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

The Haywood Community College Board of Trustees held a meeting on Tuesday, August 4, 2020, at 3:00 p.m. in room 1509 of the Hemlock Building. The following persons were present via Conference Call, Zoom, or in-person:

TRUSTEES: Jim Blyth, Gorham Bradley, Philip Elliott, Phillip Gibson, Dr. Tom McNeel, George Marshall, Lynn Milner, Dr. Morgan Plemmons, Dr. Deborah Porto, Kaleb Rathbone, Rhonda Schandavel, Danny Wingate

STAFF: Justin Stocker, 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

Live-Stream audio for the August 4, 2020 Board Meeting was available on HCC's YouTube Channel.

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.

Approval of 2020-2021 Slate of Officers – Chairman Marshall asked Committee Chair Milner to present the 2020-2021 Slate of Officers for approval per NCGS 115D-18. Chair Milner brought forward the 2020-2021 Slate of Officers for approval; BOT Chair, George Marshall, BOT Vice-Chair, Dr. Tom McNeel, BOT Secretary, Dr. Shelley White, and BOT Recording Secretary, Tammy Goodson. Coming from Committee does not require a second. All were in favor. The motion duly passed.

Recognition of Out-Going Trustees – Chairman Marshall, recognized out-going Trustees for their years of dedication and service; Mary Ann Enloe, Susan Sorrells, and Philip Elliott. Chairman Marshall and Dr. White will deliver a gift of appreciation to the out-going Trustees in honor of their service to HCC.

Swearing in of New Trustees – Haywood County Clerk of Court, Hunter Plemmons administered the Oath of Office for the newly appointed Trustees of Haywood Community College. The Oath of Office was administered for Trustee Dr. Deborah Porto who was appointed by the Haywood County Board of Commissioners and Phillip Ray Gibson, who was appointed by the Haywood County Board of Education. Chairman Marshall welcomed both to the Board.

Statements of Potential Conflict of Interest – Chairman Marshall, 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).

Dr. Deborah Porto – We did not find an actual conflict of interest or the likelihood for a conflict of interest.

Phillip Ray Gibson - Mr. Gibson fills the role of an at-large member on the Board. In addition to his employment with the North Carolina Department of Health and Human Services, he is a residential real estate broker who works for Realty Pro Asheville, Inc. and owns Gibson Realty, LLC (NC). Because the Board has the authority to acquire, hold, and transfer real and personal property, he has the potential for a conflict of interest. Therefore, Mr. Gibson should exercise appropriate caution in the performance of his public duties should issues involving Realty Pro Asheville, Inc. or Gibson Realty, LLC (NC) come before the Board for official action.

Agenda Approval – Chairman Marshall entertained a motion to approve the August 4, 2020, Board Agenda. Trustee Gibson made the motion to approve the August 4, 2020, Board Agenda, as presented. Trustee Milner seconded the motion. All were in favor. The motion duly passed. The August 4, 2020 Board Agenda is located on electronic page 1-2 of today’s packet.

Board Minutes Approval –Chairman Marshall entertained a motion to approve the June 2, 2020, Board Minutes. Trustee Blyth made the motion to approve the June 2, 2020 Board Minutes as presented. Trustee McNeel seconded the motion. All were in favor. The motion duly passed. The June 2, 2020, Board Minutes are on electronic pages 9-14 of today’s packet.

President’s Report

Dr. White informed the Board of several items:

- **Program and College Updates** –
 - HCC suffered a loss of one of our HCC family this Summer. Larry Brady, Electrical Instructor, passed away unexpectedly.
 - **Preparations for the Fall Semester** – August 17 marks the start of the Fall Semester. HCC continues to make updates to campus operations in efforts to follow guidance from the Department of Health and Human Services for

Institutions of Higher Education and advice from the NC Community College System (NCCCS). HCC will continue to deliver the majority of our General Education Classes in an online format to keep the traffic on campus low. HCC's lab-based and Technical Trades classes, which require hands-on learning, will be in-person classes. Social distancing has been enhanced in the lab-based and Technical Trades classes. HCC has also modified service areas across campus to comply with prescribed guidelines.

- **Convocation** – Convocation has also been modified to comply with specified guidelines. Convocation week will begin with a campus-wide Zoom webinar followed by a variety of activities and professional development meetings throughout the week.
- **Grant** – HCC/Library received a grant recently for student laptops and hot-spots. HCC also received a small grant from Dogwood Health Trust for no-touch thermometers.
- **Cares Act Institutional Funds** – CARES Act Institutional funds have been used to support technology resources during this time. George Rolland, Director of IT, identified the top priority technology needs across campus as we continue to deploy a mobile workforce as well as having increased online instruction. The CARES Act Institutional funds helped HCC invest in expanded server capacity, laptop availability, and software needed for technical classes to provide a more enriching virtual experience.
- HCC Executive Team and Continuing Education met with NCWORKS Career Center and the Southwest Workforce Development Board on how to best respond to the needs of the job-seeking population and to get an update on the current employment outlook. HCC will continue to meet with both groups to keep abreast of current statistics and needs.
- HCC's Natural Resources Department and instructional leadership met with the Town of Canton Assistant Manager Nick Scheuer on the Chestnut Mountain project. The meeting was to connect on opportunities for students and faculty to engage in the Chestnut Mountain Project as it develops.
- NCCCS President Peter Hans has taken another position as the President of the NC University System. Dr. Bill Carver, retired President of Nash Community College, is serving as NCCCS Interim President and the State Board of Community Colleges is currently seeking Mr. Hans' replacement.
- **Action Item – Policies – Waive Second Reading** –
 - Policy 3.3.3: Employee Code of Conduct
 - Policy 3.3.7: Discrimination and Harassment
 - Policy 5.3.4: Discrimination and Harassment
 - Policy 5.2.1: Attendance

Policy 3.3.7 & 5.3.4 – Discrimination and Harassment - Changes in federal legislation for Title IX include how colleges respond to sexual assault. The new legislation goes into effect on August 14, 2020. A significant change that will be reflected in the updated procedure is that Colleges are no longer required to investigate incidents that occur off-campus. Changes in language that refers to educational programs, the addition of “activities,” which could apply to clubs or an activity that takes place outside of the classroom, and references an updated procedure.

Policy 3.3.3- Employee Code of Conduct - clearly spells out appropriate employee and student relationships and expands to include mention of high school students. Policy 3.3.3 also reflects the required Title IX changes, as previously stated.

Policy 5.2.1-Attendance – The definition of attendance has been updated to reflect the requiring of the NCCCS State Board Code. Due to our continued response to the Coronavirus, more flexibility is needed to work with students on completing the attendance requirement of their courses.

An updated procedure will be approved by Administrative Council

Chairman Marshall entertained a motion to waive the second reading and approve as presented Policy 3.3.3-Employee Code of Conduct, Policy 3.3.7/5.3.4-Discrimination and Harassment, and Policy-Attendance. Trustee Blyth made the motion to waive the second reading and approve as presented Policy 3.3.3-Employee Code of Conduct, Policy 3.3.7/5.3.4-Discrimination and Harassment, and Policy-Attendance. Trustee Schandavel seconded the motion. All were in favor. The motion duly passed.

- **New Employee Report** – The July Personnel and Employee Activity report includes two full-time employees and numerous part-time employees. The report also lists the number of retired, terminated/non-renewed, resigned/relocated, resigned, and a number of full-time and part-time positions currently advertised required by 1A SBCCC 200.4. The New Employee and Employee Activity Report are on electronic page 26-27 of today's packet.
- **Pension Integrity Act** – Dr. White provided a definition of the Pension Integrity Act. She reported that HCC has no employee/s who falls in this category, and we are not Pension Spiking.
- **Contracts Report** –
 - MCNC Agreement - DNS Security Filtering Services is to help mitigate the risk of phishing, malware, and ransomware attacks.
 - Carahsoft – Contract renewal for software all VMware that our system runs on and Horizonview that computer labs and teleworking are accessed through.
 - NWN – Contract renewal – network and hardware – Cisco SmartNet
 - 13 WLOS – Trade Contract – Marketing exchange for leased office space at HCC's High Tech Center.

Report by Dr. Michael Coleman, VP of Student Services

- **Curriculum & Continuing Education Enrollment Updates (final for Spring, draft for Summer, and projected for Fall)** – Dr. Coleman presented in detail the Curriculum and Continuing Education Enrollment updates. Students participated in a fall Give-Away for an Acer laptop or Google Chromebook. Dr. Coleman provided detailed reports on
 - Curriculum Enrollment FTE; Curriculum Enrollment Headcount which includes Early College and CCP Students,
 - Instructional Dashboard for FTE-Curriculum
 - Continuing Education Enrollment FTE, Instructional Dashboard for FTE-CE & Basic Skills,

- Applied, Admitted, and Enrolled New Students Unduplicated Headcount, Including Early College and CCP Students,
- Applied, Admitted, and Enrolled New Students which included unduplicated headcount for recent Haywood County High School graduates,
- Financial Aid Summary for 2020/2021, and 201-/2020

Report by Mr. Brek Lanning, Director of Campus Development

- **Facilities Update –**
 - **Health and Human Services Building Project (HHS)** – The project is progressing and currently in the State Construction review process. Numerous comments were received from State Construction and are being addressed by the architect. The most significant comment was a request to increase the contingency from 5% to 10% for the project. A two-three week timeframe is anticipated to receive the final result from State Construction. Once that is granted, it puts us at an anticipated bid-opening of the end of September to the first of October.
 - **Roofing Repair 300/Hickory Building** – The roofing project has been completed. Campus Development is in the process of replacing all the acoustic ceiling tiles in the building and working to repair/update all the restrooms in the building.
 - **Creative Arts/Sycamore Building** – Emergency lighting project repair/replacement is underway.
 - **The Willow Oaks** along Freedlander Drive have been pruned over the past two months. The Oaks were pruned to improve the health of the trees and hopefully prolong the life of the trees.
 - **Campus Tree Care** – a level one risk assessment was completed by certified arborists. The arborists assessed trees within 150 feet of buildings on the top portion of campus and 75 feet of the lower portion of parking areas and walkways.

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 June 30, 2020. She reported that the percent expended for the State Funds Budget is 95.52%, and the percent expended for the County Funds Budget is 102.25%. The State and County Budget Reports are on the electronic pages 43-44 of today’s packet. The State fund's final expenditure below 100% was due to spending restrictions imposed by the State in April. Spending restrictions remain in place for 2020-2021 fiscal year.

Special Funds Quarterly Report -Mrs. Denney presented in detail the Special Funds Quarterly Report for the quarter ending June 30, 2020. She outlined in detail Current Unrestricted – Institutional Support and Instruction, Current Restricted – Instruction, Student Aid, Proprietary, and Capital Outlay. Discussion ensued regarding Public Services Training Facility line item and Computer Technology Fee line item. The Special Funds Quarterly Report is located on electronic pages 45-47.

Report by BOT Chairman – George Marshall

- NCACCT Leadership Seminar – This year's seminar is being held via online format on August 28, 2020
- Appointment of Board Committees – Chairman Marshall, will be making Board Committee Appointments at the September Board Meeting.
- Appointment of Ethics Liaison – Chairman Marshall appointed Tammy Goodson as Ethics Liaison.
- Appointment of Foundation Board Members – Chairman Marshall, stated that he would be making Foundation Board Members appointments at the September Board Meeting.

Having no further Business, Chairman Marshall called for a motion to adjourn the meeting. Trustee Milner made the motion to adjourn the meeting. Trustee Rathbone seconded the motion. All were in favor. The motion duly passed. The meeting adjourned at 4:12 p.m.

Respectfully Submitted

Tammy R. Goodson

Tammy R. Goodson, Recording Secretary

Documents Included in the Packet

August 4, 2020, BOT Agenda

NC Ethics Statement

June 2, 2020, Board Minutes

Policy 3.3.3: Employee Code of Conduct

Policy 3.3.7/5.3.4: Discrimination and Harassment

Policy 5.2.1: Attendance

New Employee and Employee Activity Report

State and County Budget Report for Period Ending June 30, 2020

Quarterly Special Funds Report for Period Ending June 30, 2020

Curriculum & ConEd Enrollment Updates