



**Haywood Community College  
Board of Trustees  
Board Meeting  
September 1, 2020**

The Haywood Community College Board of Trustees held a meeting on Tuesday, September 1, 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, Phillip Gibson, Tammy McDowell, Dr. Tom McNeel, George Marshall, Lynn Milner, Dr. Morgan Plemmons, Dr. Deborah Porto, Kaleb Rathbone, Rhonda Schandavel, Danny Wingate

**STAFF:** Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, George Rolland, Pam Hardin, David Onder, Michelle Harris, Katy Gould

Dr. Shelley White, BOT Secretary  
Tammy Goodson, Recording Secretary  
Gina Kelley, SGA President  
Justin Stocker, IT  
Pat Smathers, HCC Attorney

Live-Stream audio for the September 1, 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 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 2 of today's packet.

**Swearing in of New Trustee** – Haywood County Clerk of Court, Hunter Plemmons administered the Oath of Office for the newly appointed Trustee of Haywood Community College. The Oath of Office was administered for Trustee Tammy Hall McDowell who was appointed by Governor Roy Cooper. Chairman Marshall welcomed Trustee McDowell to the Board.

**Agenda Approval** – Chairman Marshall entertained a motion to approve the September 1, 2020, Board Agenda. Trustee Wingate made the motion to approve the September 1, 2020, Board Agenda, as presented. Trustee Porto seconded the motion. All were in favor. The motion duly passed. The September 1, 2020 Board Agenda is located on electronic page 1 of today’s packet.

**Board Minutes Approval** –Chairman Marshall entertained a motion to approve the August 4, 2020, Board Minutes. Trustee Blyth made the motion to approve the August 4, 2020 Board Minutes as presented. Trustee McNeel seconded the motion. All were in favor. The motion duly passed. The August 4, 2020, Board Minutes are on electronic pages 6-11 of today’s packet.

**SGA Report** – Dr. Coleman introduced the 2020-2021 SGA President Gina Kelley and provided Gina’s bio. Gina provided a detailed summary of the SGA Report, which included:

- Week of Welcome – Gina and SGA officers participated in giveaways to students throughout the week.
- SGA will participate in their first leadership meeting on Friday to plan student engagement events for the year.

### **President’s Report**

Dr. White informed the Board of several items:

- **Program and College Updates** –
  - Fall Semester is going well. HCC has seen a reduction in enrollment this Fall, consistent with Community Colleges across the region, State, and even nationally, Colleges system-wide are reporting a reduction is between 5-15% as compared to last Fall. HCC is currently at 9%. Due to a late rush in applications, HCC extended the registration period later than typical. VP of Instruction Wendy Hines and her department have developed a slate of classes that will begin in mid October. HCC will be marketing this slate of classes as a late start option
  - **Standing Events** – In light of the current pandemic, HCC has decided to cancel the John G. Palmer Woodsmen’s Meet. This will be rescheduled for October 2021. HCC has also decided to postpone the annual Scholarship Luncheon/Celebration of Giving. The Foundation Office will produce a video for the scholarship recipients and donors as an expression of the impact of those gifts.
  - HCC continues to track COVID-19 reports. Our website now has a link for reporting COVID concerns or a case of COVID-19. The report goes to VP of Student Services, Dr. Coleman, and Director of Human Resources, Sara Phillips. HCC has only had isolated incidents on campus to this point in the pandemic
  - **Cyber Security Update** at HCC, in light of the attack on Haywood County Schools.
    - HCC Worked with Haywood Early College and Career College Promise to provide alternate access and/or extended time to complete assignments. HCC’s Department of Instruction used open labs for Early College faculty and staff who needed access to their accounts through a different channel.
    - HCC has worked to improve our Network Security with things such as: replaced outdated firewall with a third-generation security appliance, Instituted strict procedures for security appliance configuration changes,

and instituted strict permission policies removing local administrator privileges from all user accounts.

- HCC is currently working to further improve cybersecurity: by implementing a cloud base backup strategy, redesigning the Network core and access layer with a focus on the separation of traffic, zoning, and the “principle of least privilege,” and developing a comprehensive information security plan.
- HCC leadership has resumed meetings virtually with HRMC leadership. Meetings were delayed due to COVID-19. HCC’s healthcare leadership and HRMC leadership teams meet bi-annually to collaborate on programs, clinicals, and staffing needs.
- As an HRMC Board member, Dr. White recently participated in the HRMC CEO interviews.
- **MyFutureNC Resolution** – MyFutureNC is a non-profit group established to focus on educational attainment with a cross-sector collaboration between all levels of educational institutions, businesses, and government. After data analysis and collaborative discussion, MyFutureNC set a goal for North Carolina to achieve 2-million high-quality credentials or post-secondary degrees by the year 2030. HCC adopted the MyFutureNC Resolution and established goals to encourage Career and College Promise (CCP) enrollment growth, engage in enhanced retention strategies, and contribute to a higher number of career credentials. Haywood County has already attained the goals for awarding credentials. The MyFutureNC Resolution is located on electronic page 18 of today’s packet.
- **New Employee Report** – The August Personnel and Employee report includes six full-time employees and numerous part-time employees. The New Employee Report is on the electronic page 19-20 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** –
  - No Contracts to report

Discussion ensued regarding MyFutureNC and whether HCC has a relationship with the local foster care agency. Dr. White will check into whether HCC has involvement in referral networks such as the foster care agency.

Discussion ensued regarding what programs saw the most decrease in enrollment. Mrs. Hines provided a summary. Several programs saw a significant decline with Natural Resources seeing the most decline in enrollment due to COVID challenges with Spring recruitment in high schools. Whereas Health and Crafts programs saw an increase in enrollment.

### **Report by Katy Gould, Director of HCC Small Business Center**

Katy Gould, Director of HCC’s Small Business Center, presented a detailed report on HCC’s Small Business Center fiscal year 2019-2020. She noted that our Center is ranked 11 out of 58 Community Colleges. The ranking is based on the total number of seminars offered, the number of clients served, and the economic impact the Center had on the community we serve. The

report included budget expenditures, performance metrics, and pandemic related resources. HCC's Small Business Center also provided a guest counseling program and increased collaboration among community partners/resource providers. Mrs. Gould also shared HCC's Small Business Center community representation and success stories. The Small Business Center's Activity report for the fiscal year 2019-2020 is located on electronic page 22-25 of today's packet.

### **Report by Mr. David Onder, Director of Institutional Excellence, Research, and Grants**

**Performance Measure Report** - David Onder, Director of Institutional Excellence Research, and Grants presented highlights from the 2020 Performance Measure report. The report included Basic Skills, Credit English, Credit Math, First-Year Progression, Curriculum Completion Rate, Licensure Pass Rate Index, and Transfer Performance. The Performance Measure Report is located on electronic pages 27-30 of today's packet.

**2019-2020 Strategic Plan Results** – Mr. Onder presented a summary of the 2019-2020 Strategic Plan. He stated that all objectives for each goal were addressed except for one. Mr. Onder also said that there are no changes to the plan for 2020-2021 and that HCC has contracted with Mrs. Meredith Powell to lead the College through the next strategic planning process culminating a new plan to be presented to the Board May 2021. The 2019-2020 Strategic Plan and Results are located on electronic pages 31-50 of today's packet.

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

- **Facilities Update** –
  - Public Services Training Facility Project – A contract has been awarded to finalize the landscaping for the project. Campus Development hopes to complete the landscaping this Fall and then close the project out.
  - **Health and Human Services Building Project (HHS)** – The project realized a delay due to the State Construction Office reviewing the same set of drawings twice. The architect hopes to submit again next week for the final approval, which will put us at submitting for bids the week of September 14. The project will be out for bids for 30 days. The winning bid will be brought before the Board for approval, followed by submitting to the Community College System for final approval. Following approval from the NCCCS, the winning bid will move forward to the SCO for contract negotiation. Groundbreaking is estimated for late 2020, early 2021.

### **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 July 31, 2020. HCC has received a budget from the State. The budget, along with County Funds and Institutional Funds, will come before the Board next month for a vote on the Institutional Budget. HCC is spending at a normal rate for this time of year for both State and County Budgets. The State and County Budget reports are located on electronic pages 53-54 of today's packet.

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

**HCC Board Committee Assignments** – Chairman Marshall presented the 2020-2021 Board Committee Assignments. The 2020-2021 Board Committee Assignments are located on electronic page 56 of today’s packet.

**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).

**Tammy Hall McDowell** – “We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit services on this entity. Ms. McDowell would fill the role of an at-large member on the Board. She is the Assistant Director of the Lake Junaluska Assembly, Inc., a conference and retreat center. Because Lake Junaluska Assembly, Inc. could seek to market its services to the College, she has the potential for a conflict of interest. Therefore, Ms. McDowell should exercise appropriate caution in the performance of her public duties should issues involving Lake Junaluska Assembly, Inc. come before the Board for official action.”

Having no other Business, Chairman Marshall adjourned the meeting at 4:24 p.m.

Respectfully Submitted

*Tammy R. Goodson*

Tammy R. Goodson, Recording Secretary

**Documents Included in the Packet**

September 1, 2020, BOT Agenda  
NC Ethics Statement  
August 4, 2020, Board Minutes  
New Employee Report  
MyFutureNC Resolution  
Small Business Center Activity Report  
Performance Measures Report  
2019-2020 Strategic Plan Goals, Objectives, Strategies Report  
State and County Budget Report for Period Ending July 31, 2020  
2020-2021 Board Committee Assignments