



**Haywood Community College  
Board of Trustees  
Special Called Board Meeting  
December 11, 2020**

The Haywood Community College Board of Trustees held a Special Called Board meeting on Friday, December 11, 2020, at 11:00 a.m. via zoom/conference call. The following persons were present via Conference Call, Zoom, or in-person:

**Attendees:** Jim Blyth, Gorham Bradley, Phillip Gibson, Tammy McDowell, Dr. Tom McNeel, George Marshall, Lynn Milner, Kaleb Rathbone, Danny Wingate

**Staff:** Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, George Rolland, David Onder, Michelle Harris

Dr. Shelley White, Secretary  
Tammy Goodson, Recording Secretary  
Pat Smathers  
Justin Stocker, IT

Live Stream audio for the December 11, 2020, Board of Trustees 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.

**Review and Approval of the Health & Human Services Building Construction Bids –** Building and Grounds Committee Chairman Blyth asked Mr. Brek Lanning to present a general overview of the Health and Human Services Building's construction bids. Mr. Lanning provided a detailed summary of the Bid Tabulation Sheet, low bid Form of Proposal, General Contract Alternate Bid Sheet 1-11, Minority Business Participation requirements, Form of Bid Bond, Affidavit – Listing of Good Faith Efforts, and the letter of Contractor Award Recommendation. He noted that the bids came in on target and very competitive with the low bid coming from Elford, Inc. Mr. Lanning reviewed in detail Elford, Inc's complete bid package. Committee Chairman Blyth brought forward from Committee a motion to the HCC Board of Trustees a

recommendation to accept the low bid, including alternates one through eleven, dated December 2, 2020, for the construction of the Health & Human Services Building Project No. 2416. Coming from Committee does not require a second. All were in favor. The motion duly passed.

**Proposed Amendment to Project No. 2416 – NCCCS Form 3-1** - Mr. Lanning provided a detailed report on the proposed Amendment to Project No. 2416-NCCCS Form 3-1. Adjustments on the NCCCS Form 3-1 were made based on actual costs and were within the existing budget. Mr. Lanning reviewed the estimated cost of the Project and sources of funds identified for the Project. Following a brief discussion, Committee Chairman Blyth brought forward a motion to approve amending Project No. 2416 NCCCS Form 3-1 as presented. Coming from Committee does not require a second. All were in favor. The motion duly passed.

Mr. Lanning provided a brief summary of the Project's next steps and projected beginning and completion dates.

Having no further business, Chairman Marshall entertained a motion to adjourn the Special Called Board Meeting. Trustee Marshall made the motion to adjourn the Special Called Board Meeting at 11:23 a.m. Trustee McNeel seconded the motion. All were in favor. The meeting adjourned at 11:23 a.m.

Respectfully Submitted,

Tammy Goodson, BOT Recording Secretary

**Items included in the packet**

B&G Agenda December 11, 2020

Ethics Statement

B&G Minutes for December 3, 2019

Health & Human Services Building Construction Bids

**Attached to Minutes**

NCCCS Proposed Amended Form 3-1