



**Haywood Community College
Board of Trustees
Board Meeting
November 02, 2021**

The Haywood Community College Board of Trustees held a meeting on Tuesday, November 2, 2021, at 3:00 p.m. in the Hemlock Building Board Room (room 1509) via in-person and electronically. Prior to the meeting, at 2:00 p.m., Trustees toured the Dogwood and Hickory buildings on campus. The following persons were present:

TRUSTEES: Jim Blyth, Gorham Bradley, Lee Davis, Jr., Tammy McDowell, Tom McNeel, Lynn Milner, Morgan Plemmons, Deborah Porto, Rhonda Schandavel, Jim Blyth

STAFF: Dr. Shelley White, Tammy Goodson, Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, Michelle Harris, Bill Driver, Hylah Birenbaum

ATTORNEY: Pat Smathers

Call to Order, Ethics

Chairman McNeel called the meeting to order at 3:00 p.m. and welcomed everyone. Chairman McNeel requested a roll call, determined that a quorum was present, and followed with a prayer.

Chairman McNeel 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.

Agenda Approval – Chairman McNeel presented the November 2, 2021 Agenda for Approval. Trustee Porto made the motion to approve the November 2, 2021, Agenda. The motion was seconded by Trustee Milner. All were in favor. The motion duly passed. The November 2, 2021, Board Agenda is located on electronic page 1 of today's packet.

Board Minutes Approval - Chairman McNeel presented the October 5, 2021 Board Minutes for approval. Trustee Porto noted that she was not present at the meeting, and a correction was in order. Chairman McNeel asked if there were any additional corrections. Having none, the October 5, 2021 Board Minutes were approved as presented and corrected by affirmation. The October 5, 2021 Board Minutes are on electronic pages 5-8 of today's packet.

SGA Report – Dr. Michael Coleman presented highlights from the SGA Report. Highlights included; Fall in the Field – Employee vs. Students kickball tournament, Bobcat Boo-Thru

canceled due to weather, Blood Drive, and the upcoming Turkey Trot 5K Family Fun Run. The SGA Report is located on electronic pages 10-15.

President's Report - Dr. White informed the Board of several items:

- **Informational Reports** –
 - FEMA Letter of Appreciation – Dr. White shared a letter of appreciation from FEMA for using office space following the flood.
 - **New Employee Report** – Dr. White called the Board's attention to the New Employee Report noting three full-time employees and several part-time employees. She provided brief bios on the full-time employees. The New Employee Report is located on electronic page 19 of today's packet.
 - **State and County Budget Update** – Mrs. Denney provided a detailed report for the State and County Budget Reports for the period ending September 2021. She noted that the encumbered amounts are in line for this time last year. The State and County Budget Reports are located on electronic pages 20-21 of today's packet.
 - **Special Funds Budget Report** – Mrs. Denney provided a detailed report for the Special Funds Budget Report for the quarter ending September 2021. The Board briefly discussed the definition of dark fiber, computer technology fee, HEERF Funds, and budget stabilization. The Special Funds Budget Report is located on electronic pages 22-25 of today's packet.
 - **Program & College Updates** – Dr. White provided several updates, including;
 - A successful Medical Assisting 50th Anniversary,
 - Worked with the Town of Canton on transferring surplus furniture
 - All donated items previously located at the RBAC building have been moved to a storefront location where the items are available for FREE to the public affected by the flood,
 - HCC received a generous donation to aid employees affected by the flood
 - Two new employee committees formed on campus – Living Well Committee and the Sustainability Committee
 - One new student club – Environmental Leadership Club
 - Next week HCC hosts the Golden LEAF Foundation and local legislators – Representative Mike Clampitt and Senator Corbin
 - **Policy Updates** – Dr. White provided a brief summary of revisions on four policies brought forward for the first reading. Policy 6.1.1-Tuition and Fees, Policy 6.1.4-Tuition-Fee Refunds, Policy 6.2.2-Insurance, and Policy 6.2.3-Surety Bonds. A brief discussion ensued. The policies will be up for approval at the December Board Meeting.
 - **Facilities Update** – Mr. Lanning provided several facility updates, including;
 - Wayfinding Signage is 80% complete
 - Health Sciences Building
 - Dry-In is 80-90% complete
 - The crew is working on roof insulation
 - 75% mechanical, plumbing, and electrical installation completed

- Waterline re-work tie-in to Sycamore Building completed during Fall break

The Board took a break at 4:00 p.m.

The Board returned from a break at 4:10 p.m.

Report by Technology, Education, and Student Affairs Committee (TESA) – Morgan Plemmons

Trustee Plemmons turned the floor over to Mrs. Wendy Hines, VP of Instruction. Mrs. Hines presented the proposed 2022-2023 Fees. She noted minimal changes were made to the fees. Chairman McNeel asked if there were any questions or discussions. Having none, Trustee Plemmons brought forward a motion from the TESA Committee to approve the 2022-2023 Student Fees as presented. Coming from Committee does not require a second. All were in favor. The motion duly passed. The 2022-2023 proposed Student Fees are located on electronic pages 44-54 of today's packet.

Report by BOT Chairman –

Board Discussion on the Hickory and Dogwood Buildings – Trustees, participated in a Hickory and the Dogwood Buildings tour prior to the Board Meeting. Trustees discussed the concerns of both buildings, including but not limited to; the layout, wireless accessibility, accessibility issues, technology upgrades needed, and renovation versus new construction. The Committee on Buildings and Grounds will review the concerns and proposals for both buildings.

Chairman McNeel called the Board's attention to several dates to remember,

Having no further business, Chairman McNeel adjourned the meeting at 4:40 p.m.

Respectfully Submitted

Tammy R. Goodson

Tammy R. Goodson, Recording Secretary

Documents Included in the Packet

October 5, 2021, BOT Agenda

October 5, 2021, Board Minutes

NC Ethics Statement

SGA Report

FEMA Letter of Appreciation

New Employee Report

State and County Funds Budget Reports for the period ending September 2021

Special Funds Budget Report – September 2021

Policy 6.1.1 – Tuition and Fees

Policy 6.1.4-Tuition-Fee Refunds

Policy 6.2.2-Insurance

Policy 6.2.3-Surety Bonds

2022-2023 Student Fees