



DRAFT

**Haywood Community College
Board of Trustees
Board Meeting
December 7, 2021**

The Haywood Community College Board of Trustees held a meeting on Tuesday, December 7, 2021, at 3:07 p.m. in the Hemlock Building Board Room (room 1509) via in-person and electronically. The following persons were present:

TRUSTEES: Jim Blyth, Lee Davis, Liz Ferguson, Tammy McDowell, Tom McNeel, Lynn Milner, Morgan Plemmons, Deborah Porto, Kaleb Rathbone, Rhonda Schandavel, Danny Wingate

STAFF: Dr. Shelley White, Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Bill Driver, Hylah Birenbaum, Matt Hoyle

SGA President – John Campbell

ATTORNEY: Pat Smathers

Call to Order, Ethics

Chairman McNeel called the meeting to order at 3:07 p.m. and welcomed everyone. Chairman McNeel requested a roll call, determined that a quorum was present, and followed with a prayer by Karen Denney.

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 December 7, 2021 Agenda for Approval. The December 7, 2021, Agenda was approved by affirmation. The December 7, 2021, Board Agenda is located on electronic page 1 of today's packet.

Swearing-in Ceremony - Haywood County Clerk of Court Hunter Plemmons, performed the ceremony for newly appointed Trustee Elizabeth "Liz" Ferguson. The Haywood County School Board appointed trustee Ferguson to fill the remainder of Trustee Phillip Gibson's term.

Board Minutes Approval - Chairman McNeel presented the November 2, 2021 Board Minutes for approval. The November 2, 2021 Board Minutes were approved as presented by affirmation. The November 2, 2021 Board Minutes are on electronic pages 5-7 of today's packet.

SGA Report – SGA President John Campbell presented highlights from the SGA Report. The second annual Turkey Trot was held on November 20 and raised over \$1,000 to support the recent flood victims of Haywood County. SGA also hosted a family movie night on December 3 at Smoky Mountain Cinemas. The SGA Report is located on electronic pages 10-15.

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

- **Informational Reports** –
 - **New Employee Report** – Dr. White called the Board's attention to the New Employee Report noting four full-time employees and numerous part-time employees. She provided brief bios on the full-time employees. The New Employee Report is located on electronic page 14 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 October 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 15-16 of today's packet.
 - **Program & College Updates** -
 - **State Budget Update** – Dr. White provided a detailed summary of the State Budget for Community colleges, including Salaries, Bonuses, COVID stabilization, Capital, Recruitment/Retention/Data Management, Cybersecurity, Minimum Wage, Broadband, Pilot Programs, Scholarships, and Construction
 - **Contracts Report** –
 - FEMA – License/Use Agreement – Agreement to use office space in the event FEMA's primary location is unavailable.
 - Blue Icon Master Service Agreement – Financial Aid - Organize Operations Manual, Perform a Gap Analysis and Compliance Review, and Develop Required Operations Procedures
 - **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. Chairman McNeel entertained a motion to approve as presented 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. Trustee Blyth made the motion to approve as presented 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. Trustee Davis seconded the motion. All were in favor. The motion duly passed. The policies are located on electronic pages 19-33 of today's packet.
 - **Policy Updates** – First Reading – Dr. White presented a detailed summary of the following recommended revisions. Policy 2.1.12-Registered Sex Offenders, Policy 3.1.1-Equal Opportunity Employer, Policy 3.1.10-President Hiring and Duties, and Policy 3.3.7-Discrimination and Harassment. The Board briefly

discussed. The detailed summary and policies are located on electronic pages 37-45 of today's packet.

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

- **2022-2023 Curriculum Committee Report** – Mrs. Hines presented the 2022-2023 Curriculum Committee Recommendations. Following discussion, Committee Chair Plemmons presented a motion from the TESA Committee to approve as presented the 2021-2022 Curriculum Committee recommendations. Coming from Committee does not require a second. All were in favor. The motion duly passed. The 2022-2023 Curriculum Committee Report is on electronic pages 47-57 of today's packet.
- **2020-2021-Workforce Continuing Education Class Visitation Audit Report** – Mrs. Hines presented the 2020-2021 Workforce Continuing Education Class Visitation Audit Report with a brief summary. The 2020-2021 Workforce Continuing Education Class Visitation Audit Report is on electronic page 59 of today's packet.

Report by Building and Grounds Committee – Jim Blyth

- **Project Prioritization Report** – Mr. Lanning provided a brief summary of the Project Prioritization Report. Committee Chairman Blyth brought forward a Committee on Buildings and Grounds motion to direct the \$2.1 Million from the State Budget towards the Workforce and Industry Training Center Project. Coming from Committee, no second is required. Discussion ensued regarding the language surrounding the \$2.1 Million from the State Budget. Following discussion, all were in favor. The motion duly passed. Committee Chairman Blyth brought forward a motion from Committee to affirm the college's top two building projects as Project #1 – Workforce and Industry Training Center and Project #2 as the General Education and Early College Building and Water Pressurization Project. Coming from Committee does not require a second. All were in favor. The motion duly passed.
- **Health Sciences Building Update** – Mr. Lanning provided an update on the current status and construction schedule, noting the project's expected completion is set for the end of March-early April of 2022. Mr. Lanning provided a recap of the recent job site tour and summarized the schedule for future tour opportunities. He also provided a brief summary of the project's next steps. Mr. Lanning noted that HCC is receiving a grant from the Cannon Foundation for \$150,000, which will fund state-of-the-art equipment for the building, and there are no change orders to be considered for this month.

Report by Chairman of the Board of Trustees – Tom McNeel

- **2021 Biennial Statement of Economic Interest (SEI) Evaluation Report** – Chairman McNeel provided a brief summary of the 2021 Biennial Statement of Economic Interest (SEI) Evaluation Report. A copy is attached to the minutes.
- **Joint Meeting – HCC, Haywood County Schools, Haywood County Commissioners** – Chairman McNeel noted that a joint meeting with the HCC Board of Trustees, Haywood County Schools, and the Haywood County Commissioners is being planned for early in 2022.
- **Announcements** – Chairman McNeel called the Board's attention to several important dates provided at the end of the agenda.

Having no further business, Chairman McNeel adjourned the meeting at 4:08 p.m.

Respectfully Submitted

Tammy R. Goodson

Tammy R. Goodson, Recording Secretary

Documents Included in the Packet

December 7, 2021, BOT Agenda

November 2, 2021, Board Minutes

NC Ethics Statement

SGA Report

New Employee Report

Contracts Report

State and County Funds Budget Reports for the period ending October 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

Policy 2.1.12-Registered Sex Offenders

Policy 3.1.1-Equal Opportunity Employer

Policy 3.1.10-President Hiring and Duties

Policy 3.2.6-Annual Leave

Policy 3.3.7- Discrimination and Harassment

2022-2023 Curriculum Committee Report

2020-2021-Workforce Continuing Education Class Visitation Audit Report