



**Haywood Community College
Board of Trustees
Board Meeting
March 2, 2021**

The Haywood Community College Board of Trustees held a meeting on Tuesday, March 2, 2021, 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: Gorham Bradley, 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, Farrah Rodriguez

Guest: Meridith Elliott-Powell

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

Live-Stream audio for the March 2, 2021 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.

Agenda Approval – Chairman Marshall entertained a motion to approve the March 2, 2021, Board Agenda. Trustee Milner made the motion to approve the March 2, 2021, Board Agenda, as presented. Trustee McNeel seconded the motion. All were in favor. The motion duly passed. The March 2, 2021 Board Agenda is located on electronic page 1-2 of today's packet.

Board Minutes Approval –Chairman Marshall entertained a motion to approve the December 1, 2020 Board Minutes. Trustee Rathbone made the motion to approve the December 1, 2020 Board Minutes as presented. Trustee McDowell seconded the motion. All were in favor. The motion duly passed. The December 1, 2020, Board Minutes are on electronic pages 6-9 of today’s packet.

Chairman Marshall entertained a motion to approve the December 11, 2020, Special Called Board Minutes. Trustee Gibson made the motion to approve the December 11, 2020, Special Called Board Minutes with one spelling correction. Trustee Wingate seconded the motion. All were in favor. The motion duly passed. The December 11, 2020, Special Called Board Minutes are on electronic pages 10-11 of today’s packet.

Special Recognition – Dr. White recognized HCC Success Coach Farrah Rodriguez. Mrs. Rodriguez was recently named NCCCS Staff Member of the Year! She is the first staff member at HCC to receive an award from the NCCCS Board of Trustees. Mrs. Rodriguez thanked everyone and expressed how much she enjoys working at HCC.

SGA Report – SGA President Gina Kelley presented highlights from the SGA Report. She noted that SGA Officers participated in several events, including;

- SGA Officers, students and staff, and family members participate in a night of fun at Tube World in Maggie Valley.
- Students enjoyed Valentine’s treats from Kandi’s Cakes and Bake Shop in Waynesville
- Trivia Tuesday continues on the first and third Tuesday of the Month
- Upcoming events include: Virtual Talent Show, Virtual Scavenger Hunt, and SGA Elections

Strategic Planning Task Force – Meridith Elliott-Powell presented results from the Community Partners and Employee SWOT Analysis in detail and reviewed the current Mission, Vision, and Values. The Board briefly discussed. The Strategic Planning Task Force will meet in later March to create a draft plan which will be presented to the Board at an upcoming meeting.

President’s Report

Dr. White informed the Board of several items:

- **Groundbreaking Ceremony for Health Sciences Education Building** – the Health Sciences Education Building Groundbreaking Ceremony will be held on March 9, 2021, at 2:00 p.m. Local Legislative Representatives, Haywood County Commissioners, HCC Board of Trustees, HCC Faculty and Staff, Haywood Healthcare Foundation, Architect, and Contractor have been invited.
- **Action Item – Waive Second Reading**
 - **Policy 5.2.2-Withdrawal From Classes & Policy 5.2.4-Grading System** – Changes are mainly due to RISE, COVID and, changes from the State level on how to withdraw students going through the pandemic. The changes appear to be ongoing, with additional changes expected in the future. The administration is updating some of the language and propose moving the majority of the Policy into Procedure . One of the requirements impacted grading with the State allowing a “WE” grade due to COVID and/or an “IE” grade.

Trustees briefly discussed whether this is a common approach with other Community Colleges and if there is any negative impact by moving the majority of both Policies into Procedures. Dr. White responded that by moving the majority of the Policy into Procedure, has no negative impact but provides more clarity and flexibility for our students. Following discussion, Chairman Marshall entertained a motion to waive the second reading and approve as presented Policy 5.2.2-Withdrawal From Classes and Policy 5.2.4-Grading System. Trustee Gibson made the motion to waive the second reading and approve as presented Policy 5.2.2-Withdrawal From Classes and Policy 5.2.4-Grading System. Trustee McNeel seconded the motion. All were in favor. The motion duly passed.

○ **Program and College Updates –**

- Over the past month, Dr. White, Chairman Marshall, and the Executive Team met with local legislators. Representative Pless and Representative Clampitt came for an in-person meeting and discussed the current legislative cycle, HCC Priorities, and Community College System priorities. A Zoom session was held with Senator Corbin, where many of the same topics were discussed.
- HCC added a Dashboard to our website to assist with public awareness of the impact of COVID on our campus and among our student/employee population.
- HCC's Nursing, EMS have both had an opportunity to assist with the Haywood County Vaccine clinics as clinical experience. Fifteen employees to date have volunteered with these clinics as well. Employees were able to take advantage of the new Community Involvement Leave to volunteer at the clinics.
- **Farmers for Families Program** – HCC is excited for the opportunity to partner with NC Agriculture and Mountain Projects this month to be a delivery site for food boxes for those in need. Over February and March, HCC Campus Development has assisted with unloading over 300 boxes each week at our loading dock. Trustee Rathbone connected HCC with this opportunity. Trustee Rathbone noted that the food delivery is approximately 40,000 pounds of food per week. He also stated that without HCC's help, the boxes would have been routed to another county.
- **Graduation Plans** - Current guidelines would allow the College to host up to 250 in our auditorium. HCC is reviewing ways to hold several scaled-down ceremonies that will enable our students the opportunity to walk across the stage.
- **Tuition-Free Guarantee** – HCC Foundation has approved the continuation of our Tuition-Free Guarantee program for another two years. The program was recently approved at their February Board Meeting.
- **New Employee Report** – The New Employee report includes no full-time employees and several part-time employees. The New Employee Report is on the electronic page 35 of today's packet.
- **Per Policy 3.4.2-Employee Political Activity** – Any College employee who decides to run for a public office shall, prior to or at the time of filing for that office, notify the President and shall in writing certify that his/her will not campaign or otherwise solicit support during regular work. Rachael Sutton Clark has notified the President's Office that she has been appointed Precinct Chair to the Republican Party of Haywood County-Beaverdam District. She has gone through the appropriate process of notifying the College that she was seeking that role and attesting to the fact that it will not interfere with her role at HCC. Upon being appointed to the role, it is also part of Policy 3.4.2 that the Board of Trustees is to be notified.

- **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 for February and March, and we are not Pension Spiking.
- **Contracts Report** –
 - Remote-Learner – The contract is for maintenance on or Moodle software which is our online learning platform.
 - Southwestern Workforce Development MOU – Agreement is their annual process engaging partners around Workforce Development issues.

Report by Dr. Michael Coleman, Vice President of Student Services

- **Enrollment Update** – Spring Semester held another opportunity for students to be entered into a chance to win a Google Chromebook. This semester’s winner was Thomas Long. Dr. Coleman presented updates on enrollment for all areas of the College.

Report by Mr. Brek Lanning, Director of Campus Development

- **Health Building** – The contract has been fully executed. Construction fencing installation is to begin today, demolition/grading work scheduled to start this week, preconstruction conference was held on February 26, future construction meetings are held monthly.
- **Creative Arts Building Repairs** –
 - **Floor** – The Fiber Studio, Clay Glazing Room, and second-floor hallway cracking have been repaired with a low viscosity urethane adhesive solution that is injected between the delaminated layers. HCC will monitor the repair for one year to ensure the adhesive holds. If successful, we will consider options for cosmetic covering of the floors throughout the building.
 - **Solar PV System** – Ownership of the solar PV is now under HCC, and we are receiving a Duke Energy Credit of approximately \$300-\$1000 per month.
 - **Interior Lighting** – All interior recessed-can lighting replaced and functional. Track lighting and exterior emergency lighting will be replaced over the summer.
 - **Cabinet Hardware** – All cabinet latches have been replaced throughout the building.
 - **Roof** – Roof leaks have been repaired and gallery ceiling repaired.
 - **Exterior Paint** – New exterior paint is planned to be completed over the summer.
 - **Pond** – Plan to advertise for design services this Spring.
 - **Exterior Decking** – Plan to coordinate replacement/re-design of the exterior decking to coincide with Health Building Project construction.

Discussion ensued regarding the differences between the Creative Arts Building and the Health Sciences Education Building related to environmental and energy-saving measures. Mr. Lanning stated that advances in construction over the past several years have integrated many energy-saving features.

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 January 31, 2021. HCC is spending at a normal rate for this time of year for both State and County Budgets. The State Budget report shows 52.22% expended for the period, and the County Budget report shows 51.61% expended for the

period. The State and County Budget reports are located on electronic pages 52-53 of today's packet.

Report by Mr. Kaleb Rathbone, Committee on Finance Chairman

FY 2021-2022 County Budget Request – Mr. Lanning presented the FY 2021-2022 County Budget Request in detail. The County Budget Request included a breakdown of the FY 2020-2021 Final Budget and FY 2021-2022. The Current Overall requested Operating Budget Increase for the FY 2021-2022 Budget is 3.0%. The Capital Outlay Request included; Professional Design Services-Armory Drive Entrance, Professional Design Services-RHTC Upfit, and Security/Surveillance Camera Upgrade-RCAC. The Board discussed Briefly. The FY 2021-2022 County Budget Request is located on pages 55-59 of today's packet.

Following discussion, Committee Chairman Rathbone brought forward a motion from Committee to approve the FY 2021-2022 County Budget Request as presented. Coming from Committee does not require a second. All were in favor. The motion duly passed.

Report by BOT Chairman – George Marshall

April 6, 2021 Board Meeting will be moved to March 30, 2021, due to Spring Break for Haywood Community College and Haywood County Schools.

Chairman Marshall reminded Trustees of the upcoming Health Sciences Education Building Groundbreaking ceremony.

Chairman Marshall entertained a motion to adjourn the meeting at 4:30 p.m. Trustee Schandevell made the motion to adjourn the meeting at 4:30 p.m. Trustee Wingate seconded the motion. All were in favor. The meeting adjourned at 4:30 p.m.

Respectfully Submitted

Tammy R. Goodson

Tammy R. Goodson, Recording Secretary

Documents Included in the Packet

March 2, 2021, BOT Agenda
December 1, 2020, Board Minutes
December 11, 2020, Special Called Board Minutes
NC Ethics Statement
New Employee Report
Policy 5.2.2-Withdrawal From Classes
Policy 5.2.4-Grading System
SGA Report
Current Mission, Vision, & Values
State and County Funds Budget Reports for the period ending January 31, 2021
FY 2021-2022 County Budget Request

