



**Haywood Community College  
Board of Trustees  
Board Meeting  
March 30, 2021**

The Haywood Community College Board of Trustees held a meeting on Tuesday, March 30, 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:** Jim Blyth, 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

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

Live-Stream audio for the March 30, 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 30, 2021, Board Agenda. Trustee McNeel made the motion to approve the March 30, 2021 Board Agenda as presented. Trustee Blyth seconded the motion. All were in favor. The motion duly passed. The March 30, 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 March 2, 2021 Board Minutes. Trustee Milner made the motion to approve the March 2, 2021 Board Minutes as presented. Trustee Porto seconded the motion. All were in favor. The motion duly passed. The March 2, 2020 Board Minutes are on electronic pages 5-9 of today's packet.

**SGA Report** – The SGA Report can be found on electronic pages 11-12 of today’s packet.

## **President’s Report**

Dr. White informed the Board of several items:

- **Program and College Updates** –
  - **Commencement Exercises 2021** – HCC will hold several modified commencement ceremonies over two days. Dr. Michael Coleman provided a summary of the Commencement Schedule, which will be held on May 13 & 14. All ceremonies will be condensed, and social distancing guidelines will be followed.
  - **Early College Students Back on Campus** – Haywood Early College Students are back on campus in full capacity for the first time since the March 2020. HCC worked with Principal Fox and Dr. Nolte on the return.
  - **Strategic Planning Process** – The Strategic Planning Task Force met on March 24 for a full day of activities. Three Community members joined the meeting. Greg Caples, CEO of HRMC; Dr. Bill Nolte, superintendent of Haywood County Schools and Kevin Ensley, Chair of Haywood County Board of Commissioners.
  - **HCC’s County Budget Presentation** – HCC will present the County Budget Request for 2021-2022 to the Haywood County Board of Commissioners on April 19 at their regular scheduled meeting.
  - **HCC’s Plans for Fall 2021** – HCC is planning for a more traditional return to campus while continuing to provide flexible options for students in online and hybrid models. Each classroom and workplace are being assessed to improve ventilation and follow guidelines and best practices on face coverings and sanitation.
  - HCC is rolling out a new series of student and success coach videos to convey “Why HCC.” Trustees viewed one of the student videos.
  - **New Employee Report** – HCC had one full-time employee and numerous part-time employees for the month. The New Employee report is located on electronic page 14 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 for March, and we are not Pension Spiking.
  - **Contracts Report** – No contract to report for the time period.

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

- **Health Building** – HCC held a groundbreaking ceremony on March 9. Numerous trustees, County Commissioners, Community Members, Haywood Healthcare Foundation Board members, the Architect, Contractor, faculty, and staff attended. The majority of the demo work and site clearing have been completed. The logs removed are being used by our Natural Resources Department for portable sawmill training. The

sewer line installation is underway. A few discoveries have been made during excavation that has required minor re-design of a portion of the sewer layout.

- In summary, the site clearing and surface demolition are 75% complete, Sediment pond and erosion control – 100 % complete, sewer demo and installation 75% complete. The next items – Existing stormwater piping demolition and re-installation and weather delays – currently, the contractor is claiming two weather delay days. Other items – the contractors’ steel supplier claims a 6-8 week delay on steel joist framing and decking, and HCC must acquire a new hydrant fire flow test.
- **Project 2416 Form 3-1 Amendment** – State Construction office requires that we move \$15,500 from the equipment category to the design category. The overall scope of the project did not change. Discussion ensued regarding “fee simple title.” Following discussion, Attorney Smathers stated HCC is in compliance with the language.

Chairman Marshall entertained a motion to approve the amendment to Project 2416 as presented. Trustee Blyth made the motion to approve the amendment to Project 2416 as presented. Trustee McNeel seconded the motion. All were in favor. The motion duly passed. The Project 2416 Form 3-1 Amendment and supporting documents are located on electronic page 16-31 of today’s packet

- **Change Order Approval Process for Health Building** – Brek Lanning presented a proposed process for change order approval.
  - HCC’s President may approve change orders up to \$25,000. These will be reported to the Building and Grounds Committee and the Board of Trustees.
  - Change orders between \$25,000.00-\$150,000.00 require approval by the HCC Building and Grounds Committee and Board of Trustees.
  - Any change order above \$150,000.00 requires approval by the HCC Building & Grounds Committee, HCC Board of Trustees, and the Haywood County Board of Commissioners.

Following discussion, Chairman Marshall entertained a motion to approve the Health Science Building Change Order Process as presented with the addition of the President will report anything she approves to the Building and Grounds Committee *and the Board of Trustees*. Trustee Blyth made the motion to approve the Health Science Building Change Order Process as presented with the addition of the President will report anything she approves to the Building and Grounds Committee and the Board of Trustees. Trustee Wingate seconded the motion. All were in favor. The motion duly passed. The proposed Change Order Approval Process for the Health Science Building is located on electronic page 33 of today’s packet.

### **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 February 28, 2021. HCC is spending at a normal rate for this time of year for both State and County Budgets. The State Budget report shows 59.58% expended for the period, and the County Budget report shows 58.23% expended for the period. The State and County Budget reports are located on electronic pages of today’s packet.

**HCC Foundation Audit Report** – HCC Foundation had an audit for the period ending June 2020. The audit report came back with no findings or recommendations for HCC Foundation moving forward for this fiscal year.

**Review of COVID-19 Relief Funds** – Ms. Denney provided a detailed summary of HCC’s Federal COVID-19 Relief Funds. The report listed HEERF Cares Act Coronavirus Relief Fund (CRF), HEERF II Cares Act Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), and American Rescue Plan Act of 2021 funds. Dr. White provided additional details for funds. The report is located on electronic page 38 of today’s packet.

**Report by BOT Chairman – George Marshall**

BOT Self-Evaluation – Chairman Marshall, provided a summary of the BOT Annual Self-Evaluation. A copy of the evaluation form, a letter, and a self-addressed stamped envelope will be mailed to Trustees in tomorrow’s outgoing mail.

Chairman Marshall entertained a motion to adjourn the meeting at 4:02 p.m. Trustee McNeel made the motion to adjourn the meeting at 4:02 p.m. Trustee Milner seconded the motion. All were in favor. The meeting adjourned at 4:02 p.m.

Respectfully Submitted

*Tammy R. Goodson*

Tammy R. Goodson, Recording Secretary

**Documents Included in the Packet**

March 30, 2021, BOT Agenda  
March 2, 2021, Board Minutes  
NC Ethics Statement  
New Employee Report  
SGA Report  
Current Mission, Vision, & Values  
State and County Funds Budget Reports for the period ending February 28, 2021  
HCC Federal COVID-19 Relief Funds Report  
Project 2416 Form 3-1 Amendment  
Certification to Availability of Local Support and Funds  
Certification to Local Budget Support  
Connect Bonds documentation  
Haywood Healthcare Grant Funds Report  
Policy 2.24  
Health Science Building Proposed Change Order Process  
HCC BOT Self-Evaluation Form