



**Haywood Community College
Board of Trustees
Board Meeting
May 4, 2021**

The Haywood Community College Board of Trustees held a meeting on Tuesday, May 4, 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, Larry Davis, Doug Cabe, Sara McAvoy, Tracy Rapp

Guest: Meridith Elliott Powell, Lucas Evanko

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

Live-Stream audio for the May 4, 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 3 of today's packet.

Agenda Approval – Chairman Marshall entertained a motion to approve the May 4, 2021, Board Agenda. Trustee Blyth made the motion to approve the May 4, 2021 Board Agenda as presented. Trustee McNeel seconded the motion. All were in favor. The motion duly passed. The May 4, 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 30, 2021 Board Minutes. Trustee Blyth made the motion to approve the March 30, 2021 Board Minutes as presented. Trustee Rathbone seconded the motion. All were in favor. The motion duly passed. The March 30, 2021 Board Minutes are on electronic pages 6-9 of today’s packet.

SGA Report – SGA President, Gina Kelley, thanked the Board for the opportunity to serve this year. On behalf of HCC and the Board of Trustees, Dr. White thanked Gina and her SGA team for the hard work and dedication during the trying year. The SGA report can be found on electronic pages of today’s 11-12 packet.

Medical Assisting Accreditation Recognition – Dr. White recognized Larry Davis, Program Director for the Medical Assisting Program. The Medical Assisting Program completes its ten-year accreditation process. The accreditation process took more than a year to complete. Mr. Davis thanked Dr. White, Jodi Wijewickrama, and Donna White for their support and efforts in preparing for the accreditation.

NIMS Certification Recognition – Dr. White recognized Doug Cabe and his department, which received a five-year Certification from NIMS (National Institute for Metalworking Standards). HCC is the only metalworking program in the Western part of the state to receive this certification. The metalworking department had to undergo a very intense inspection to receive the certification.

2021 Awards for Employees & Students –

HCC Excellence in Teaching – Master Teacher 2021 – Sarah McAvoy - Master Teacher is the highest honor a faculty member can be awarded. To receive the award, faculty must be nominated by their students and then be selected by the nominating committee based on stringent criteria. The 2021 Master Teacher is Sarah McAvoy. Ms. McAvoy has taught for HCC for more than ten years.

Superior Staff – Jessica Sluder - Superior Staff Award is the highest honor a staff member can be awarded. To receive the award, staff must be nominated by their peers and then selected by the nominating committee based on stringent criteria. HCC’s 2021 Superior Staff recipient is Jessica Sluder. Ms. Sluder began her career at HCC as a Full-Time Testing Technician in October of 2019. She is also an HCC graduate.

Academic Excellence Award Winner – Brandon Light - The Academic Excellence Award is an award that is presented to students in honor of their outstanding academic achievement. Each Community College selects one student to receive the award. Each of the 58 students' photos and success stories is featured on our “Great Within the 58” webpage. HCC’s 2021 Academic Excellence Award recipient is Brandon Light. Mr. Light completed his Associate Degree in Forestry Management Technology.

Dallas Herring Award Winner – Lucas Evanko - The Dallas Herring Achievement Award was established by the NC Community college System to honor the late Dr. Dallas Herring. His philosophy of “taking people where they are and carrying them as far as they can go” is the guiding principle of our College system. Each Community College selects one recipient of the Dallas Herring Achievement Award, who will compete at the State level, where one winner will be chosen. HCC’s Dallas Herring Achievement Award recipient is Lucas Evanko. Mr. Evanko

graduates next week with an Associate in Applied Science Fish and Wildlife Management Technology Program. He received a full scholarship to Mississippi State University to finish his Forestry and Wildlife degree and Masters Program.

Governor Robert W. Scott Award Winner – Gina Kelley - The Governor Robert W. Scott Student Leadership Award is a way to recognize student leadership on a statewide level while also honoring former Governor Bob Scott. HCC's 2021 Robert W. Scott Student Leadership Award recipient is Gina Kelley. Ms. Kelley graduates next week with an Associate in Applied Science Fish and Wildlife Management Technology Program. She plans to attend Augusta University in the Fall to study Ecology.

Strategic Plan Draft Review – Mr. Onder provided a summary in detail of the draft Vision, Mission, Values, Long Term Goals, and Short Term Goals. Discussion ensued for the inclusion of diversity and support for workforce initiatives. The Board further discussed in detail and provided suggested revisions. A final copy of the Strategic Plan with suggested revisions will be presented at the June Board Meeting. The Strategic Plan Vision, Mission, Values, Long Term Goals, and Short Term Goals are located on electronic pages 17-21.

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. White thanked all that have responded regarding attendance and thanked Dr. Coleman
 - **COVID Vaccination Clinic** – HCC will host a COVID-19 vaccination clinic on May 19.
 - **Tracking Enrollment** – Spring enrollment numbers are not yet finalized. The trends continue to match state and national trends. Nationally, Community Colleges have seen an 11.3% decline. HCC anticipates an approximate 12% difference between Spring 2020 and Spring 2021. It appears there is a delay in decision making – high school students making commitments to college, applying for scholarships, and students enrolling for Summer
 - **Print Shop Changes** - In an effort to promote community businesses, HCC is discontinuing print & design services to the general public, effective July 1, 2021. Services will be limited to college and specific partner work. This change allows HCC to be in compliance with state law that does not permit government agencies, including community colleges, to compete with private businesses.
 - **Policy 3.4.7 – Telecommuting** - The goal for updating the telecommuting policy is to move procedural information out of the policy and establish a more defined procedure and request process prior to the Fall Semester. Following discussion, Chairman Marshall entertained a motion to table Policy 3.4.7-Telecommuting for review and consideration until the June 1, 2021 Board Meeting. Trustee McNeel motioned to table Policy 3.4.7-Telecommuting for review and consideration until the June 1, 2021 Board Meeting. Trustee Wingate seconded the motion. All were in favor. The motion duly passed. Trustee McNeel recommended giving Dr.

White the authority to make edits based on the discussion. Policy 3.4.7- Telecommuting is on electronic pages 23-24 of today's packet.

- **New Employee Report** – HCC had one full-time employee and numerous part-time employees for the month. The New Employee report is located on the electronic page 26 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** –
 - **MOU HCC and Shining Rock Classical Academy** - MOU established with Shining Rock Classical Academy to enable their high school students to enroll in our CCP offerings. They are admitting their first high school cohort for August 2021, and their students will begin in our CCP courses in spring 2022.
 - **Remote-Learner – Renewal Agreement** – Online learning platform Moodle renewal agreement. Remote-Learner provides hosting of Moodle (for Online programs) for our online students/faculty, which provides storage, 24/7 helpdesk support, online training, onboarding, implementation services, and account management

Report by Mr. Brek Lanning, Director of Campus Development

- **Health Building** –
 - 17% Complete – Timeframe
 - No additional delays are expected except the five-week delay on the steel joists
 - Building dry-in expected by September
 - Site Clearing and Surface Demolition – estimated 100% complete
 - Sewer Demo and Installation estimated 100% complete
 - Stormwater Piping Installation – estimated 100% complete
 - Building Pad Prep/Compaction – estimated 100% complete
 - Building Footings – estimated 100% complete
 - Concrete Foundation Walls – estimated 75% complete
 - Installation of Main Underground Electrical Feed – estimated 100% complete
 - Underground Plumbing in Bio Lab – estimated 100% complete
 - Hydrant Flow Test - Complete

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 March 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 67.27% expended for the period, and the County Budget report shows 65.82% expended for the period. The State and County Budget reports are located on electronic pages 29-30 of today's packet.

Special Funds Budget Report – Mrs. Denney provided a detailed summary of the Special Funds Budget Report for the period ending March 31, 2021. The Board briefly discussed. Discussion ensued regarding funds available through the CARES ACT to offset some of the loss of revenue and expenses at the Regional Center for the Advancement of Children (RCAC). Following discussion, Mrs. Denney stated that we received notification that we are receiving an

additional \$10,500 for March and April in an operational grant. HCC is planning to use HERFF II funds to cover loss of revenue on fee accounts, State, County, and Childcare Center. Dr. White stated that a comparison with the prior year has to be done to provide proof of the loss. The Special Funds Budget Report is located on electronic pages 31-35 of today's packet.

Accounts Receivable Write-Offs – Mrs. Denney presented the Accounts Receivable Write-offs for FY 2017-2018 in detail. The report includes a background summary, the procedures for collection, and the different categories proposed for Write-off. The categories for Write-off include; Enrollment Status Changes, Returned Checks, Nelnet Payment Plan, and Child Care Fees for a total proposed amount to write-off is \$38,725.75. Committee Chair Rathbone brought forward a motion from the committee to approve the write-off of accounts receivable for FY 2017-2018 in the amount of \$38,725.75 deemed uncollectible as of April 15, 2021. Coming from a Committee does not require a second. All were in favor. The motion duly passed. The Accounts Receivable Write-Offs are on electronic page 37 of today's packet.

Report by BOT Chairman – George Marshall

Nominating Committee Appointment – Chairman Marshall appointed the following to serve on the Nominating Committee; Kaleb Rathbone. Chair, Danny Wingate, and Dr. Morgan Plemmons. He charged them with presenting a slate of officers for the FY 2021-2022 at the June Board Meeting. The offices include Chair, Vice-Chair, Secretary, and Recording Secretary. The slate of officers will be voted on at the beginning of the Annual Meeting, which is held in August.

President's Evaluation Packet - Chairman Marshall informed Trustees they would be receiving a packet for the President's Evaluation. The packet includes a timeline, narrative, evaluation instrument, self-addressed stamped envelope, and a copy of the NCAC 02c.0209 – Evaluation of Presidents. Evaluations are due to Sara Phillips, Director of Human Resources, by May 24, 2021

BOT Self-Evaluation – Chairman Marshall, reminded Trustees to complete the BOT Self-Evaluation and return to Tammy as soon as possible. Results will be shared at the June 1 Board Meeting.

By-Laws Review – Chairman Marshall, charged the By-Laws committee to perform the annual By-Laws review and report to the Board of any needed changes/revisions.

Chairman Marshall informed the Board that the June Board Meeting will be in person only. The meeting will be located in the lobby of the Hemlock Building with social distancing guidelines.

Chairman Marshall adjourned the meeting at 4:50 p.m.

Respectfully Submitted

Tammy R. Goodson

Tammy R. Goodson, Recording Secretary

Documents Included in the Packet

May 4, 2021, BOT Agenda

March 30, 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 March 31, 2021

Special Funds Budget Report for the period ending March 31, 2021

Accounts Receivable Write-Offs FY 2017-2018

Policy 3.4.7: Telecommuting

New Employee Report