



**Haywood Community College
Board of Trustees
Board Meeting
June 1, 2021**

The Haywood Community College Board of Trustees held a meeting on Tuesday, June 1, 2021, at 3:00 p.m. in the lobby of the Hemlock Building. The following persons were present:

TRUSTEES: Jim Blyth, 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, Karen Denney, Michael Coleman, Sara Phillips, Pam Hardin, David Onder, George Rolland, Brek Lanning, Michelle Harris

Guest:

Dr. Shelley White, BOT Secretary
Tammy Goodson, Recording Secretary
Pat Smathers, HCC Attorney
Matt Hoyle, IT
Justin Stocker, IT

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

Board Minutes Approval - Trustee McNeel made the motion to approve the May 4, 2021 Board Minutes as presented. Trustee Blyth seconded the motion. All were in favor. The motion duly passed. The May 4, 2021 Board Minutes are on electronic pages 6-11 of today's packet.

President's Report

Dr. White informed the Board of several items:

- **Program and College Updates –**
 - **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 take from the table Policy 3.4.7- Telecommuting and approve as presented. Trustee Rathbone made the motion to take from the table Policy 3.4.7-Telecommuting and approve as presented. Trustee Blyth seconded the motion. All were in favor. The motion duly passed. Policy 3.4.7-Telecommuting is on electronic pages 14-18 of today's packet.
 - **FY 2019-2020 Program Compliance Review Results** – NCCCS Office is required to review our Programing and documentation related to how we claim FTE for funding at HCC. The audit is conducted bi-annually. The report indicated that there were no findings for the records pulled from the Institution Class Reports (ICR), programs, policies, and procedures for the 2018-2019 reporting period. The letter is on electronic pages 20-21 of today's packet.
 - **Updated Executive Order**– Following the updated Executive Order, face coverings mandate and social distancing were lifted on May 17. HCC has made adjustments in the classroom to allow for increased capacity. For those not vaccinated, we continue to encourage face coverings. The RCAC, Haywood Early College, and students that are in clinical fall under the guidelines of those agencies. The updated order allows us to plan for a more traditional Fall Semester and have a more traditional array of classes while preparing for more flexible options.
 - **Vaccination Clinic** – The May 19 vaccination clinic, mainly targeted ages 12 and up, was a success. We are working with Haywood County Health Department to host another COVID Vaccination Clinic for ages 12 and up on our campus on June 9.
 - **Longleaf Commitment & Completion Grants** – The Governor announced last week the Longleaf Commitment & Completion Grants. The grants will cover tuition and most fees for 2021 high school graduates. The HCC Foundation meets this month and will discuss the impact on the Tuition-Free Guarantee for the coming year. The funds for the Longleaf grants are coming from the GEER Program – Governor's Emergency Education Relief.
 - **State Budget Update** – It appears that the State may not have an agreed-upon budget in place by July 1. HCC plans to proceed with our planned operational budget for the coming year with the option to use a portion of our COVID relief funds to cover any State shortfalls if needed.
 - **New Employee Report** – HCC had numerous part-time employees for the month, which is typical for this time of year. The New Employee report is located on the electronic page 22 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 fall in this category for March, and we are not Pension Spiking.
- **Contracts Report** –
 - No contracts to report for the month of May.

Report by David Onder, Director of Institutional Excellence, Research & Grants

- **Strategic Plan** - Mr. Onder provided a detailed summary of the final version of the Strategic Plan with changes highlighted. Trustees were provided a full mark-up of changes to the Mission, Vision, Values, Goals, and Objectives. Changes made were based on feedback received from Trustees at the May 4, 2021 Board Meeting. Following review and discussion, Trustee Schandevl made the motion to approve the Vision, Mission, Values, Goals, and Objectives of the 2021-2026 Strategic Plan as presented. Trustee McNeel seconded the motion. All were in favor. The motion duly passed. The Strategic Plan is on electronic pages 24-25 of today's packet.

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

- **Update on Graduation and Enrollment** – Dr. Coleman presented in detail graduation data for the 2020-2021 year. HCC had a total of 429 graduates and awarded 581 credentials. In the 581 credentials were 247 Associate Degrees, 75 Diplomas, and 259 Certificates. Dr. Coleman also presented an update on enrollment. HCC finished Spring Semester with 509 FTE, which was 11% down from last Spring. HCC started with 109 FTE for Summer versus 117 FTE for the previous Summer. The impact of COVID-19 on enrollment continues to be a factor. The Graduation report is on electronic pages 27-28 of today's packet

Report by Mr. Brek Lanning, Director of Campus Development

- **Health Building** –
 - 90 days into the contract period – 30%
 - 20% Complete with work
 - Still waiting on steel joists
 - Slab not poured – gravel is down, and slab is expected to be poured next week
 - Lecture Hall wall up
 - No weather delays to claim to date
 - Still on track for December 26 project completion
 - Underground plumbing for restrooms and in-slab plumbing complete
 - CMU back wall up
 - Poured walls around the Conference Room and Lecture Hall Complete
 - Working on electrical, plumbing, and trench drains in biology lab
 - Next step pouring slab and the structural steel erection-columns and beams
 - State Construction is pleased with everything so far

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 April 30, 2021. HCC is spending at a normal rate for this time of year for both State and County Budgets. The State Budget report shows 76.64% expended for the period, and the County Budget report shows 71.92% expended for the period. The State and County Budget reports are located on electronic pages 31-32 of today’s packet.

Report by Kaleb Rathbone – Chair, Nominating Committee

Slate of Officers for 2021-2022 – Nominating Committee Chair Rathbone presented the slate of officers for 2021-2022. Chair – Dr. Tom McNeel, Vice-Chair – Lynn Milner, Secretary – Dr. Shelley White, Recording Secretary – Tammy Goodson. Chair Marshall stated that the Slate of Officers for 2021-2022 would be voted on at the beginning of the August 3rd Board Meeting.

Report by Lynn Milner – Chair, Personnel and By-Laws Committee

Personnel and By-Laws Committee Chair Milner stated that the Committee reviewed the current By-Laws and found no revisions needed. One typo was noted in Article IV, Section 5-Finance Committee, #7 capitalization correction noted. The typo has been corrected. The Committee recommends retaining the By-Laws as they are. Coming from Committee does not require a second. All were in favor. The motion duly passed.

Report by BOT Chairman – George Marshall

Board Calendar of Meetings - Chairman Marshall, presented the 2021-2022 Calendar of Meetings. The 2021-2022 Calendar of meetings is on electronic page 36 of today’s packet.

Recognition – Chairman Marshall, recognized George Rolland for his 25 years of service to HCC and thanked him for the work he has done. Mr. Rolland is retiring at the end of June.

BOT Self-Evaluation – Chairman Marshall, reviewed the BOT Self-Evaluation. A copy of the compiled results along with a compiled summary of the comments was provided to Trustees. The BOT Self-Evaluation report is on electronic pages 37-40 of today’s packet

Chairman Marshall thanked Trustees for their contributions to the HCC Foundation and their work and participation on the Board. He stated that the Trustees had 100% participation in contributions to the Foundation.

Chairman Marshall entertained a motion to go into Closed Session pursuant to North Carolina General Statute G.S. §143-318.11

- (a)(1): to prevent the disclosure of information that is privileged or confidential;
- (a)(3): to discuss personnel matters protected by attorney-client privilege -legal counsel advice regarding litigation
- (a)(6): to consider the job performance and fitness of an individual employee – President’s Evaluation

Trustee Blyth made the motion to go into Closed Session for reasons stated above at 4:05 p.m. Trustee McNeel seconded the motion. All were in favor. The motion duly passed.

The Board returned to Open Session at 5:19 p.m. Dr. White rejoined the meeting.

Chairman Marshall stated that the Board reviewed Dr. White's performance evaluation during the Closed Session. Chairman Marshall and Personnel Committee Chair Lynn Milner met with Dr. White to discuss her annual performance evaluation on Tuesday, June 1, 2021. He noted that her performance evaluation was exemplary. The Committee on Personnel and By-Laws brought forward a motion to increase Dr. White's supplement. Coming from Committee does not require a second. All were in favor. The motion duly passed. Chairman Marshall entertained a motion to award Dr. White an end-of-year bonus for her outstanding work. Trustee McNeel made the motion to award Dr. White an end-of-year bonus for her excellent work. Trustee Plemmons seconded the motion. All were in favor. The motion duly passed.

Dr. White thanked the Board for their support and encouragement through the pandemic. The Board thanked Dr. White for her dedication and outstanding performance.

Trustee McNeel made the motion to approve the Closed Session Minutes for March 3, 2020, as presented. Trustee Blyth seconded the motion. All were in favor. The motion duly passed.

Trustee Rathbone noted that one correction was needed in that his attendance was not reflected in the May 5, 2020 Closed Session Minutes. Trustee Blyth made the motion to approve the Closed Session Minutes for May 5, 2020, with the correction noted. Trustee McNeel seconded the motion. All were in favor. The motion duly passed.

Trustee Blyth made the motion to approve the Closed Session Minutes for June 2, 2020, as presented. Trustee Wingate seconded the motion. All were in favor. The motion duly passed.

Having no further business, Chairman Marshall adjourned the meeting at 5:26 p.m.

Respectfully Submitted

Tammy R. Goodson

Tammy R. Goodson, Recording Secretary

Documents Included in the Packet

June 1, 2021, BOT Agenda

May 4, 2021, Board Minutes

NC Ethics Statement

New Employee Report

2021-2026 Strategic Plan

State and County Funds Budget Reports for the period ending April 30, 2021

Policy 3.4.7: Telecommuting

Graduation Report

2021-2022 BOT Calendar of Meetings

BOT Self-Evaluation Report