



**Haywood Community College
Board of Trustees
Board Meeting
August 3, 2021**

The Haywood Community College Board of Trustees held a meeting on Tuesday, August 3, 2021, at 3:00 p.m. in room 1509 of the Hemlock Building via in-person and electronically. The following persons were present:

TRUSTEES: Jim Blyth, Gorham Bradley, Lee Davis, Phillip Ray Gibson, Tammy McDowell, Lynn Milner, Dr. Morgan Plemmons, Dr. Deborah Porto, Kaleb Rathbone, Rhonda Schandavel, Danny Wingate

STAFF: Dr. Shelley White-Bot Secretary, Tammy Goodson-Recording Secretary, Justin Stocker-IT, Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Bill Driver

Guest:

Call to Order, Ethics

Vice-Chairman McNeel called the meeting to order at 3:00 p.m. and welcomed everyone. Vice-Chairman McNeel requested a roll call, determined that a quorum was present, and followed with a prayer.

Swearing in of Reappointed Trustees – A reception was held prior to the Board Meeting to recognize outgoing Trustee George Marshall and swear-in reappointed Trustees Lynn Milner and Rhonda Schandavel. Haywood County Clerk of Court Hunter Plemmons performed the ceremony. Newly appointed Trustee Lee Davis will be sworn in at the September Board Meeting.

Vice-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 3 of today's packet.

Approval of Slate of Officers – The 2021-2022 slate of officers was presented. Vice-Chairman McNeel entertained a motion to approve the slate of officers as presented. Trustee Blyth made the motion to approve the slate of officers as presented. Trustee Schandavel seconded the motion. All were in favor. The motion duly passed.

Chairman McNeel provided opening remarks. The Board briefly discussed name preference and concurred that first names were preferred.

Discussion ensued regarding the process of motions as listed in Roberts Rules of Order. Roberts Rules of Order states that you can adopt by affirmation.

Agenda Approval – Chairman McNeel presented the August 3, 2021 Agenda for Approval. The Board approved by affirmation. The August 3, 2021, Board Agenda is located on electronic pages 1-2 of today’s packet.

Board Minutes Approval - Chairman McNeel presented the June 1, 2021 Board Minutes for approval. The Board approved by affirmation. The June 1, 2021 Board Minutes are on electronic pages 8-12 of today’s packet.

Chairman McNeel provided an overview of the new meeting format. The Board briefly discussed.

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

- **Informational Reports** –
 - **New Employee and Degree Attainment Report** – Dr. White highlighted Bill Driver, new Director of Information Technology, and highlighted the Degree Attainment Report. The New Employee and Degree Attainment Reports are located on electronic pages 15-16 of today’s packet.
 - **Contracts Report** – Dr. White provided a summary of the Contracts Report. The Contracts report is on electronic page 17 of today’s packet.
 - **State and County Budget Update** – Discussion ensued regarding the reversion. The Board further discussed the value of receiving the Finance Reports summary. The State and County Budget Reports are on electronic pages 18-19 of today’s packet.
 - **Quarterly Special Funds Report** – The Quarterly Special Funds Report for June 2021 is on electronic pages 20-24 of today’s packet.
 - **Pension Integrity** – Dr. White noted that the Pension Integrity Report would only be provided when we receive notification from the state agency that an employee falls within this category.
- **Program & College Updates** – Dr. White provided several College updates, including face-covering requirements, Curriculum Classes begin August 16, Fall Convocation August 9, Enrollment. Discussion ensued regarding enrollment. Dr. Coleman provided enrollment details.
- **Personnel** – Dr. White reported that the personnel matter discussed during the June Board Meeting had been resolved satisfactorily under the terms outlined in that meeting.
- **Facilities Updates** – Dr. White summarized the change orders she has approved since the last meeting and turned the floor over to Brek Lanning. Mr. Lanning provided a detailed report.
- **Summer Projects** –
 - **Flooring Projects** – Mr. Lanning provided updates on the floor repair/replacement in the Chestnut Building, West Waynesville Annex, and room 1509 of the Hemlock Building.

- **Roof Repairs** – A new shingle roof was installed on the Dogwood Building, a new membrane roof was installed on the West Waynesville Annex, and a new membrane roof was installed on the RHTC computer lab.
- **Disc Golf Upgrades** – As a result of a grant from the Haywood County TDA, HCC has upgraded the existing Disc Golf Course.
- **Indoor Air Quality Upgrades** – Measures taken to improve air quality in all the buildings. Those included; MERV 13 filter installations, Ion Generators installed, and continuous airflow upgraded via HVAC remote system controls.
- **Other Projects** – Several miscellaneous projects across campus included; replaced the RHTC fire alarm control panel, re-painted multiple classrooms & offices, rewiring two computer labs in Hickory Building, and wayfinding signage installations are underway.
- **Health Sciences Building** – Due to steel delays, minimal progress was made through June and July. Delays will be addressed toward the end of the contract timeframe.
- Discussion ensued regarding a Master Facilities Plan. Following discussion, Chair McNeel asked the Building and Grounds Committee to bring back their top two priorities for the Board in terms of Facilities by February.

The Board took a break at 3:59 p.m.

The Board resumed at 4:08 p.m.

Report by BOT Chairman –

Chairman McNeel provided several updates, including; Calendar items and, HCC & Haywood Healthcare Foundation Joint Fundraiser, and NCACCT Leadership Seminar.

Board Calendar of Meetings - Chairman McNeel presented the 2021-2022 Calendar of Meetings. Discussion ensued regarding the best time for the Board to meet. The Board agreed to keep the meetings on the first Tuesday of the month at 3:00 p.m. and have a dinner following a Board Meeting in December and one in March or April. The 2021-2022 Calendar of Meetings is on electronic page 26 of today's packet.

Ratify New Foundation Board Members – Chairman McNeel presented the Foundation Board Members for ratification as the HCC Foundation By-Laws required. The following prospective members were presented; Amy Boyd Sugg, Angie Leatherwood, Laura Tragesser, and Walton Shepherd. Having no objections, the members were approved as presented.

Board Committee and Foundation Board Appointments – Chairman McNeel presented the Committee Assignments for FY 2021-2022. He asked the Finance Committee to be involved in the development of the County Budget.

Ethics Liaison – Tammy Goodson was reappointed as Ethics Liaison.

NCACCT Legislative Liaison – Jim Blyth was appointed as Legislative Liaison.

Board Discussion – Topics of Interest – Chairman McNeel suggested having the last 30 minutes of each board meeting focus on a topic of interest. September's Board Meeting will focus on Workforce Development and Industry. The Board will meet at the RHTC at 3:00 p.m. with a tour beginning at 2:00 p.m.

The Board discussed organizing a joint meeting with the Haywood County School Board and the Haywood County Commissioners.

Having no further business, Chairman McNeel adjourned the meeting at 4:52 p.m.

Respectfully Submitted

Tammy R. Goodson

Tammy R. Goodson, Recording Secretary

Documents Included in the Packet

August 3, 2021, BOT Agenda

June 1, 2021, Board Minutes

NC Ethics Statement

FY 2021-2022 Slate of Officers

New Employee Activity & Degree Attainment Report

Contracts Report

State and County Funds Budget Reports for the period ending June 2021

New Foundation Board Members Report

FY 2021-2022 BOT Calendar of Meetings