



**Haywood Community College
Board of Trustees
Board Meeting
September 7, 2021**

The Haywood Community College Board of Trustees held a meeting on Tuesday, September 7, 2021, at 3:00 p.m. in the Regional High Tech Center (RHTC) lobby via in-person and electronically. The following persons were present:

TRUSTEES: Jim Blyth, Gorham Bradley, Lee Davis, Jr., Phillip Gibson, Tammy McDowell, Tome McNeel, Lynn Milner, Morgan Plemmons, Deborah Porto, Rhonda Schandavel, Danny Wingate

STAFF: Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Bill Driver, Tammy Goodson, Shelley White, Matt Hoyle, Doug Burchfield

ATTORNEY: Pat Smathers

SGA President: John Campbell

GUEST:

Call to Order, Ethics

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

Swearing in of Newly Appointed Trustees –Haywood County Clerk of Court Hunter Plemmons administered the Oath of Office for newly appointed Trustee Lee Davis.

Chairman McNeel noted HCC had received Trustee Davis's SEI letter and no conflict of interest was identified but did identify a potential conflict of of interest. A copy of the letter is attached to the Board Packet on record.

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 4 of today's packet.

Agenda Approval – Chairman McNeel presented the September 7, 2021 Agenda for Approval. The Board approved by affirmation. The September 7, 2021, Board Agenda is located on electronic pages 1-2 of today’s packet.

Board Minutes Approval - Chairman McNeel presented the August 3, 2021 Board Minutes for approval. Chairman McNeel entertained a motion to approve the August 3, 2021 Board Minutes as presented. Trustee Milner made the motion to approve the August 3, 2021 Board Minutes as presented. Trustee Blyth seconded the motion. All were in favor. The motion duly passed. The August 3, 2021 Board Minutes are on electronic pages 7-10 of today’s packet.

SGA Report – The Board welcomed John Cambell as the new SGA President for 2021-2022. Dr. Michael Coleman summarized the SGA Report. Some noteworthy highlights included SGA, HCC staff, and students assembled hygiene bags for victims of the recent flood. The SGA Report is located on electronic pages 12-21.

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

- **Informational Reports** –
 - **New Employee and Degree Attainment Report** – Dr. White called the Board’s attention to the New Employee Report. The New Employee Report is located on electronic pages 24-25 of today’s packet.
 - **Contracts Report** – Dr. White provided a summary of the Contracts report. She highlighted the Bobcat to Bulldog Promise, an MOU between HCC and UNCA for guaranteed admission for associate degree transfer students. The Contracts report is on electronic page 26 of today’s packet.
 - **State and County Budget Update** – Dr. White called the Board’s attention to the State and County Budget Reports for the period ending July 31, 2021. The State and County Budget Reports are on electronic pages 27-28 of today’s packet.
 - **Grants Status Report** – Dr. White provided a summary of the Grants Status Report. The report included; grants applied for, grants awarded, grants denied, and the amounts requested and received. The Board briefly discussed.
 - **Performance Measures** – Dr. White summarized the Performance Measures Report. Discussion ensued regarding funding percentages.
 - **Customized Training Report** – Dr. White presented the Customized Training Report. She commended Dee Massey for his work in Customized Training. Discussion ensued regarding an upcoming project with Evergreen, community awareness in this area of opportunity, and if there is funding for Small Businesses.
- **Program & College Updates** – Dr. White provided several College updates, including the new Director of College Advancement, COVID update, Flood Recovery, Enrollment, and the State budget.

Report by Buildings & Grounds Committee Chairman – Jim Blyth

Mr. Lanning provided an update on the Health Sciences Building Project. The Board briefly discussed.

Health Sciences Education Building Upcoming Change Order Request – Mr. Lanning summarized the proposed Change Order OCO 02. He noted that the Change Order is needed because our low voltage data line was not in the specified location as indicated in the survey. The projected cost of the unexpected project is \$40,000 - \$55,000, which is above the range Dr. White can approve. The request is to grant Dr. White the authority to approve the projected \$40,000 - \$55,000 for the proposed change order to keep the project moving. Chairman Blyth brought forward a Committee on Buildings and Grounds motion to grant the HCC President the authority to approve the upcoming change order request OCO 02 for the Health Sciences Education Building project within the range presented. Coming from Committee does not require a second. All were in favor. The motion duly passed.

NCCCS Form 3-1 for RHTC and RBAC Renovation Project – Mr. Lanning summarized the RHTC & RBAC Renovation Project and the process for State Construction guidelines for a project of this size. Chairman Blyth brought forward a Committee on Buildings and Grounds motion to approve NCCCS Form 3-1 for the Regional High Technology Center and Regional Business Advancement Center renovation project. Coming from Committee does not require a second. All were in favor. The motion duly passed. Following the motion, a discussion ensued regarding the cosmetic updates needed for the RHTC.

Report by BOT Chairman –

Chairman McNeel provided an update on the recent Haywood Healthcare Fundraiser, noting that HCC Board and the Foundation Board members had donated \$5,100 to the fundraiser which exceeded last year's total. A letter from Haywood Healthcare Foundation Chairman Anthony Sutton is located on electronic page 46 of today's packet.

The Board took a break at 3:49 p.m.
The Board resumed at 4:01 p.m.

Industry Training Programs and Facilities – Mrs. Wendy Hines, Vice President of Instruction, and Mr. Doug Burchfield, Dean of Workforce and Industry, presented a brief program overview and regional sector data for Electronic Engineering, Machining, and Maintenance Tech. The Board discussed at length. The overviews and regional sector data are located on electronic pages 47-123 of today's packet.

Workforce Industry Training Proposal – Mrs. Wendy Hines, Vice President of Instruction, and Mr. Doug Burchfield, Dean of Workforce and Industry, presented the Workforce Industry Training Proposal and the shared vision for the RHTC and RBAC. The Board discussed at length. The Workforce Industry Training Proposal is located on electronic page 124 of today's packet.

Topics of Interest for Future Board Meetings– Chairman McNeel called the Board's attention to page 125 of today's packet. He asked for discussion regarding the topics for consideration for future board meetings. Following discussion, the Board decided to choose the 300 Building and Haywood Early College Building for discussion and tour for the October Board Meeting.

Chairman McNeel called the Board's attention to several dates to remember located on page 2 of today's packet.

Having no further business, Chairman McNeel adjourned the meeting at 4:46 p.m.

Respectfully Submitted

Tammy R. Goodson

Tammy R. Goodson, Recording Secretary

Documents Included in the Packet

September 7, 2021, BOT Agenda

August 3, 2021, Board Minutes

NC Ethics Statement

New Employee Activity Report

Contracts Report

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

Grants Status Report

Performance Measure Report

Customized Training Report

Change Order OCO 02

NCCCS Form 3-1 for RHTC and RBAC Renovation Project

Letter from Haywood Healthcare Foundation Joint Fundraiser

Industry Training Programs & Facilities

Electronic Engineering Technician Overview and Regional Sector Data

Machining Overview and Regional Sector Data

Maintenance Tech Overview and Regional Sector Data

Workforce Industry Training Proposal

Discussion Topics for Future Board Meetings