



**Haywood Community College  
Board of Trustees  
Board Meeting  
March 1, 2022**

The Haywood Community College Board of Trustees held a meeting on Tuesday, March 1, 2022, at 3:00 p.m. in the Hemlock Building Board Room (room 1509) via in-person and electronically. The following persons were present in-person or electronically:

**TRUSTEES:** Jim Blyth, Gorham Bradley, Lee Davis, Jr., Liz Ferguson, Tammy McDowell, Tom McNeel, Lynn Milner, Morgan Plemmons, Deborah Porto, Kaleb Rathbone, Rhonda Schandavel, Danny Wingate, John Campbell

**STAFF:** Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Bill Driver, Hylah Birenbaum

**ATTORNEY:** Pat Smathers

**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 by Lee Davis.

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.

**Agenda Approval** – Chairman McNeel presented the March 1, 2022 Agenda for Approval. The March 1, 2022, Agenda was approved by affirmation and is located on electronic page 1-2 of today's packet.

**Board Minutes Approval** - Chairman McNeel presented the February 1, 2022 Board Minutes for approval. The February 1, 2022 Board Minutes were approved as presented by affirmation and are on electronic pages 6-9 of today's packet.

**SGA Report** – SGA President John Campbell presented highlights from the SGA Report. The SGA Report is located on electronic pages 11-13 of today's packet.

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

- **Informational Reports –**
  - Program and College Updates –
    - Bobcat Challenge – a campus-wide focus on enrollment & engagement activities for 2022. The primary target is new student enrollment.
    - HCC hosted Pratt & Whitney for a Community Conversation on February 15, 2022. There were between 60-70 participants in attendance, and we had several sign-up for the evening machining program.
    - The Belk Endowment sponsors a joint meeting of NC Community College Presidents and K-12 Superintendents. Dr. White will attend the statewide discussion on relationship building and local issues impacting both organizations.
    - As part of our community engagement efforts, HCC has been working with a trail designer on improving and expanding our trail system on campus, including signage. HCC is also working with the Town of Clyde on a possible grant.
    - Dr. White attended meetings in Raleigh with the local legislative delegation. Senator Corbin provided a tour of the Senate and House chambers.
    - Dr. White attended New President’s Orientation with all NC Community College Presidents who’ve taken their roles since 2019. The training was provided by the NCCC Association of Presidents and the Belk Center at NCSU. She is also participating in the New President Mentorship program paired with a more experienced president for a year for deeper discussions on topics of interest where they may serve as a resource.
  - **New Employee Report** – Dr. White called the Board’s attention to the New Employee Report noting four full-time employees and numerous part-time employees. She provided brief bios on the full-time employees. The New Employee Report is located on electronic page 16 of today’s packet.
  - **Contracts Report** –
    - Kaplan North America Master Service Agreement - Kaplan is a company that offers advanced NCLEX review and prep for our senior nursing students.
    - TeamIA - Project to implement a robust electronic documentation system on campus.
  - **NCCCS FY 2022-2025 Legislative Agenda** – Dr. White summarized the FY 2022-2025 NCCCS Legislative Agenda. The agenda focuses on the value of Community College Employees and Community College Students.
  - **Policy Updates – For Approval** – Dr. White presented a detailed summary of the following recommended revisions: Policy 2.3.4-Traffic Regulations, Policy 4.2.5-Field Trips, Policy 2.3.8-College Records. The Board briefly discussed. The detailed summary and policies are located on electronic pages 22-30 of today’s packet. Chairman McNeel entertained a motion to approve Policy 2.3.4-Traffic Regulations, Policy 4.2.5-Field Trips, Policy 2.3.8-College Records as presented. Trustee Rathbone made the motion to approve Policy 2.3.4-Traffic

Regulations, Policy 4.2.5-Field Trips, Policy 2.3.8-College Records as presented. Trustee Milner seconded the motion. All were in favor. The motion duly passed.

- **Policy Updates - First Reading** – Dr. White presented a detailed summary of the following recommended revisions: Policy 7.2-Internet & Acceptable Use, Policy 7.3-Electronic Records Retention, Policy 7.6-Peer to Peer Sharing, Policy 7.7-Digital Technology Accessibility, Policy 2.1.10-Communicable Diseases, Policy 3.1.5-Re-Employment of Retired Persons, and Policy 3.2.16-Military Leave. The Board briefly discussed. The detailed summary and policies are located on electronic pages 33-53 of today’s packet.

### **Report by Building and Grounds Committee – Jim Blyth**

**Health Sciences Building Update** – Mr. Lanning provided an update on the current status and construction schedule, noting the project's expected completion is set for the end of April of 2022 and that the contractor has requested a not-to-exceed date of May 31. He also offered a brief summary of the project's next steps. Mr. Lanning reported that the metal roofing is being installed. A test was performed on the roof underlayment layer, which was already installed and exposed to the elements for almost 90 days, and the test indicated no damage. SCO required the contractor to install sensors inside the building to indicate if moisture is compromising the interior of the building. To date, no moisture has been detected. Mr. Lanning further noted that the project is on budget with three change orders and still within the contingency.

Mr. Lanning provided a brief summary of the project's next steps and noted that, at this time, there are no change orders to be considered.

**Architect Update for the Workforce and Industry Center** – Mr. Lanning summarized the February 22, 2022, Workforce & Industry Training Center Designer Selection meeting. The Committee comprised Dr. White, Brek Lanning, Trustee Ferguson, and Trustee Wingate. The Committee interviewed four firms and selected the following three firms (in rank order) to be submitted to SCO:

1. McMillan Pazdan Smith Architecture
2. ADW Architects
3. Clark Nexsen

Committee Chairman Blyth brought forward a motion to approve the Workforce & Industry Training Center Designer Rank Order as presented and grant Dr. White authority to negotiate the Advanced Planning Contract and begin the project. Coming from Committee does not require a second. All were in favor. The motion duly passed.

### **Report by Committee on Finance Chairman – Kaleb Rathbone –**

**State and County Budget Reports as of January 31, 2022** – Mrs. Denney provided a detailed summary of the State and County Budget Reports as of January 31, 2022. She stated that the amounts expended and encumbered are within the norm for this time of year. The State and County Budget Reports are located on electronic pages 58-59 of today’s packet.

**Financial Statement Audit Report for the Period Ending June 30, 2021** - Mrs. Denney provided a summary of the Financial Statement Audit Report for the period ending June 30,

2021. She noted that based on the audit and the report of the other auditors, the accompanying financial statements present fairly, in all material respects, the financial position of Haywood Community College's financial position, as of June 30, 2021, and the changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. The Financial Statement Audit Report is located on pages 60-62 of today's packet.

**HEERF-HEERF II CARES Act & HEERF III Report** - Mrs. Denney summarized the HEERF Cares Act Coronavirus Relief Fund (DRF), HEERF II CARES Act Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), and the HEERF III American Rescue Plan Act of 2021 (ARP) The report is located on electron page 63 of today's packet.

**FY 2022-2023 County Budget Request Draft** – Mr. Lanning presented the proposed County Budget Request in detail. The Budget request included the following:

- Current Operating Expenses
  - Salaries/Fringe Benefits
  - Other Costs (Materials, Supplies, Service Agreements, Fuel, Legal)
  - Contracted Services (Custodial Contract, HCSO Contract)
  - Utilities
  - Insurance
- Capital Outlay Request
  - IT Upgrades
    - Phone System Upgrade & Support
    - Network Infrastructure Upgrades
    - Camera Network Video Recorder

The board discussed at length. The FY 2022-2023 County Budget Request Report is located on electronic pages 64-72 of today's packet.

The Board took a brief recess at 4:13 p.m.  
The Board returned from recess at 4:22 p.m.

**Report by Chairman of the Board of Trustees – Tom McNeel**

- **Open Discussion** – The Board discussed HCC Economic Impact Reports including, The Executive Summary, Impact Analysis, Economic Value of Basic Law Enforcement Training, Business Administration Program, Forest Management Technology, Industrial Systems Technology, and Associate Degree Nursing Program. The Board discussed the reports and the needs within the community for program training in other fields.
- **Announcements** – Chairman McNeel called the Board's attention to several important dates provided at the end of the agenda.

Having no further business, Chairman McNeel adjourned the meeting at 4:58 p.m.

Respectfully Submitted

*Tammy R. Goodson*

Tammy R. Goodson, Recording Secretary

**Documents Included in the Packet**

March 1, 2022, BOT Agenda

February 1, 2022, Board Minutes

NC Ethics Statement

SGA Report

New Employee Report

Contracts Report

NCCCS FY 2022-2025 Legislative Agenda

State and County Funds Budget Reports for the period ending January 31, 2022

Policy 2.3.4-Traffic Regulations

Policy 4.2.5-Field Trips

Policy 2.3.8-College Records

Policy 7.2-Internet & Acceptable Use

Policy 7.3-Electronic Records Retention

Policy 7.6-Peer-to-Peer Sharing

Policy 7.7-Digital Technology Accessibility

Policy 3.1.10-Communicable Diseases

Policy 3.1.5 - Re-Employment of Retired Persons

Policy 3.2.16-Military Leave

Committee Recommendations for Architect

HCC Economic Impact Report