



**Haywood Community College  
Board of Trustees  
Board Meeting  
May 3, 2022**

The Haywood Community College Board of Trustees held a meeting on Tuesday, May 3, 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, Lee Davis, Liz Ferguson, Tammy McDowell, Tom McNeel, Lynn Milner, Kaleb Rathbone, Danny Wingate

**STAFF:** Shelley White, Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Bill Driver, Hylah Birenbaum, Tammy Goodson, Matt Hoyle, Shannon Rabby, Matt Heimburg, Andrew Isenhower

**Guests:** Shay Parton, Harry Weisbecker

**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 Kaleb Rathbone.

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 May 3, 2022, Agenda for Approval. The May 3, 2022, Agenda was approved by affirmation and is located on electronic pages 1-2 of today's packet.

**Board Minutes Approval** - Chairman McNeel presented the April 4, 2022, Board Minutes for approval. The April 4, 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. John Campbell was recognized as the outgoing SGA President and was commended by the board for

his service and upcoming graduation. 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 –
    - **Southeastern Conclave** – Over 300 wildlife students from colleges and universities across the southeast convened on HCC's campus on April 7-9 for competitions across campus – including game calling, photography, quiz bowl, and field competitions. Matt Heimburg, Shannon Rabby, Andrew Isenhower, Shay Parton, and Harry Weisbecker presented a video and highlights from the event.
    - **Positive Funding Notifications** – HCC received several positive funding notifications this month.
      - Golden LEAF Community Based Grants Initiative - \$1.4 Million
      - County ARPA funds to support Workforce Development - \$500,000
      - MMSI – The NCCCS Minority Mail Success Initiative – HCC was selected as one of 20 schools to engage a dedicated coach for three years - \$160,000
    - HCC presented the 2022-2023 County Budget request at the April 18 Commission meeting
    - Advanced Planning – HCC launched Advanced Planning with McMillan, Pazdan & Smith Architecture firm on April 25 for the Workforce & Industry Training Center project; The plan is anticipated for June 2022
    - Events and Activities – HCC hosted numerous activities over the past month
      - Southeastern Wildlife Conclave – April 7-9
      - Earth Day Celebration & Moon Tree dedication – April 21
      - HCC Foundation Laughter & Libations Event – April 26
      - Balsam Range Concert – April 28
      - Western Community College Leadership Graduation – April 29
      - Natural Resources Open House – April 29
      - Fish Fest with Natural Resources – April 30
  - **New Employee Report** – Dr. White called the Board's attention to the New Employee Report noting three full-time employees and no part-time employees. The New Employee Report is located on electronic page 15 of today's packet.
  - **Workforce and Industry Training/High Tech Center Project Funding Update** –
    - HCC/County Funds – Advanced Planning - \$200,000
    - Department of Labor – Training/Construction – \$1.2 Million
    - NCCCS/State Funds – Construction - \$2.1 Million
    - Golden LEAF – Training/Construction - \$1.4 Million
    - ARPA/County Funds - \$500,000
  - **Facilities Update** – Brek Lanning provided an update on the following:

- The Health Education Building. Mr. Lanning noted that he and Trustee Blyth completed a walk-through on May 2. The building is nearing completion. However, it does not appear that it will be completed by the May 20<sup>th</sup> deadline. Mr. Lanning reviewed the timeline to completion. The Board discussed this at length.
- **Workforce & Industry Training Center Advanced Planning** – The initial stakeholder meeting has been completed. Mr. Lanning reviewed the next steps and timeline.
- **NCDOT Fly Over Bridge Project** – Mr. Lanning presented drawings and a summary of the proposed offer to purchase real property. Following discussion, Trustee Blyth made the motion to accept the offer of \$182,150 for the .682 acres located at the RHTC property. Trustee Milner seconded the motion. Discussion ensued. Following discussion, Trustee Blyth amended his motion to accept the offer of \$182,150 for the .682 acres located at the RHTC Property and that the DOT permit HCC to put any artwork or other artwork beautification on the constructed wall facing our property. Trustee Wingate seconded the amendment. Having no further discussion, all were in favor. The motion duly passed.
- **State and County Budget Reports as of March 31, 2022** – Mrs. Denney noted that expenditures are in line with this time last year. The State and County Budget Reports for the period ending March 31, 2022, are located on electronic pages 18-19 of today’s packet.
- **Special Funds Budget Report for Quarter ending March 31, 2022** – Mrs. Denney noted that expenditures align with this time last year. The Special funds Budget Report is located on electronic pages 49-53
- **Policy Updates – For Approval** – Dr. White presented a detailed summary of the following recommended revisions; Policy 3.2.20-Employee Work and State of Emergency Leave, Policy 3.3.3-Employee Code of Conduct, Policy 3.3.5-Contract Non-Renewal and Resignations, and Policy 3.3.6-Right of Appeal. Chairman McNeel entertained a motion to approve Policy 3.2.20-Employee Work and State of Emergency Leave, Policy 3.3.3-Employee Code of Conduct, Policy 3.3.5-Contract Non-Renewal and Resignations, and Policy 3.3.6-Right of Appeal as presented. Trustee Blyth made the motion to approve Policy 3.2.20-Employee Work and State of Emergency Leave, Policy 3.3.3-Employee Code of Conduct, Policy 3.3.5-Contract Non-Renewal, and Resignations, and Policy 3.3.6-Right of Appeal as presented. Trustee Ferguson seconded the motion. All were in favor. The motion duly passed. The policies are located on electronic pages 24-34 of today’s packet.

The Board took a break at 4:04 p.m. and returned at 4:14 p.m.

### **Report by Nominating Committee – Lee Davis**

Committee Chairman Davis presented the FY 2022-2023 Slate of Officers and provided a summary.

- Lynn Milner – BOT Chair
- Kaleb Rathbone – BOT Vice-Chairman

- Dr. Shelley White – Secretary
- Tammy Goodson – Recording Secretary

Following a brief discussion, he entertained a motion to elect interim officers at the June Board Meeting to serve from July 1, 2022, to August 2, 2022. A vote will take place on August 2 to elect the FY 2022-2023 Slate of Officers. Coming from Committee does not require a second. All were in favor. The motion duly passed. The FY 2022-2023 Slate of Officers is located on electronic page 36 of today's packet.

### **Report by Personnel & By-Laws Committee – Lee Davis**

Committee Chairman Davis summarized the timeline, reminded trustees to complete the President's annual evaluation, and return it to Sara Phillips before May 17.

Committee Chairman Davis called the Board's attention to the proposed By-Laws revisions and noted that the proposed revisions would be voted on at the August Board Meeting. He asked if anyone had any comments or questions. Having none, he concluded his report. The proposed By-Laws revisions are located on electronic pages 38-52 of today's packet.

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

- **Open Discussion** – The Board discussed the TESA Committee Report and the Workforce and Industry Training. Trustee Milner summarized the newly added programs, focused growth program areas, and the new programs under consideration. The Board also discussed the Basic Construction Training, which included Core class and topics covered in the course, the Construction Technology track, HVAC Level 1 track, and the Plumbing Level 1 track.
- **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 4:45 p.m.

Respectfully Submitted

*Tammy R. Goodson*

Tammy R. Goodson, Recording Secretary

### **Documents Included in the Packet**

May 3, 2022, BOT Agenda  
 April 4, 2022, Board Minutes  
 NC Ethics Statement  
 SGA Report  
 New Employee Report  
 State and County Funds Budget Reports for the period ending March 31, 2022  
 Quarterly Special Funds Budget Report for the period ending March 31, 2022  
 Policy 3.2.20-Employee Work and State of Emergency Leave  
 Policy 3.3.3-Employee Code of Conduct  
 Policy 3.3.5-Contract Non-Renewal and Resignations

Policy 3.3.6-Right of Appeal  
Proposed Slate of Officers FY 2022-2023  
Proposed By-Laws Revisions