



**Haywood Community College
Board of Trustees
Board Meeting
June 7, 2022**

The Haywood Community College Board of Trustees held a meeting on Tuesday, June 7, 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, Liz Ferguson, Tammy McDowell, Tom McNeel, Lynn Milner, Morgan Plemmons, Deborah Porto, Kaleb Rathbone, Rhonda Schandavel

STAFF: Shelley White, Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Bill Driver, Hylah Birenbaum, Justin Stocker, Matt Hoyle, Matt Heimburg

Guests:

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.

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 June 7, 2022, Agenda for Approval. Dr. White asked to amend the Agenda to include a new policy for approval. Policy 3.2.20-Personal Observance Leave. The June 7, 2022, Agenda was approved as amended by affirmation and is located on electronic page 1 of today's packet.

Recognition of Outgoing Trustees – Dr. White and Vice-Chair Milner recognized outgoing Trustees Tom McNeel, Jim Blyth, and Morgan Plemmons. The Trustees were recognized with expressions of appreciation and a framed print of the Millhouse.

Board Minutes Approval - Chairman McNeel presented the May 3, 2022, Board Minutes for approval. The May 3, 2022 Board Minutes were approved as presented by affirmation and are on electronic pages 6-9 of today's packet.

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

- **Informational Reports** –
 - **Graduation Data** – Dr. Coleman presented data from the 2021-2022 Graduation. He noted that a total of 369 curriculum graduates with a total of 512 credentials. The Board briefly discussed. The report is located on electronic pages 12-13 of today's packet
 - **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 14 of today's packet.
 - **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 prior to today's meeting. The building is nearing completion. The projected completion is June 20, 2022. Mr. Lanning reviewed the timeline to completion. Discussion ensued regarding the project budget. The Board discussed this at length.
 - **NCDOT Property acquisition at Hight Tech Center**– Mr. Lanning reported that we are awaiting NCCCS approval on the sale of the parcel approved by the Board. He provided a brief summary.
 - **State and County Budget Reports as of April 30, 2022** – Mrs. Denney noted that expenditures are in line with this time last year. The State and County Budget Reports for the period ending April 30, 2022, are located on electronic pages 15-16 of today's packet.
 - **Strategic Plan Task Force Update** – Mr. Onder provided a detailed update from the Strategic Plan Task Force. He noted that following the Task Force's review, Goals 2- 4 remain the same, and Goals 1 and 5 had minimal changes due to current conditions. Following discussion, Chairman McNeel entertained a motion to re-affirm the Strategic Plan as presented. Trustee Milner made the motion to re-affirm the Strategic Plan as presented. Trustee Schandavel seconded the motion. All were in favor. The motion duly passed. The Strategic plan is located on electronic pages 17-18 of today's packet.
 - **2021/2022 Highlights** – Dr. White presented highlights from the 2021-2022 academic year. She provided highlights from Instruction and Student Services events, Facilities Planning, Building and Improvement, and Community and Engagement events. The report is located on electronic page 19 of today's packet.
 - **President's Contract Report** – Dr. White reported on the following contract:
 - HCC Workforce Advanced Planning for Workforce & Industry Training Center Agreement – Agreement with McMillan/Pazdan/Smith Architecture to study two existing structures and the site of HCC's Waynesville Instructional Site to conduct existing building analysis, programming scope, budget analysis, and master planning.
 - **Policy 3.2.20- Personal Observance Leave** – Dr. White and Mrs. Phillips presented Policy 3.2.20-Personal Observance Leave and provided a summary. Dr. White asked that the Board waive the 30-day waiting period and approve

today. Discussion ensued regarding if the 30-day waiting period could be waived. Following an inspection of the By-Laws and Policy 1.5-Adopting Policies and Procedures, the Board concurred that the 30-day waiting period could be waived. Following discussion, Chairman McNeel entertained a motion to waive the 30-day waiting period and approve Policy 3.2.20-Personal Observance Leave as presented. Trustee McDowell motioned to waive the 30-day waiting period and approve Policy 3.2.20 as presented. Trustee Blyth seconded the motion. All were in favor. The policy was distributed to Trustees at the Board Meeting.

The Board took a break at 4:10 p.m. and returned at 4:19 p.m.

Report by Personnel & By-Laws Committee – Lee Davis

Committee Chairman Davis brought forward a motion from the committee to approve the election of interim officers to serve from July 1, 2022, until the first regular meeting after July 1, 2022. Coming from a committee does not require a second. All were in favor. The motion duly passed.

Report by Nominating Committee – Lee Davis

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

- Lynn Milner – BOT Chair
- Kaleb Rathbone – BOT Vice-Chairman
- Dr. Shelley White – Secretary
- Tammy Goodson – Recording Secretary

Committee Chairman Davis brought forward a motion from the committee to elect the Slate of Interim Officers as presented to serve from July 1, 2022, until the first regular meeting after July 1, 2022. Coming from a committee does not require a second. All were in favor. The motion duly passed.

Report by Chairman of the Board of Trustees – Tom McNeel

- Tentative 2022-2023 Board Calendar of Meetings
- Trustees Self-Evaluation Report – Chair McNeel provided a summary regarding the 2021-2022 Trustees Self-Evaluation. He noted that ten out of twelve Trustees returned the Self-Evaluation and the overall average was 3.7 out of 4. The Board briefly discussed.
- **Announcements** – Chairman McNeel called the Board’s attention to several important dates provided at the end of the Agenda.

Chairman McNeel entertained a motion to go into Closed Session for reasons stated below. Trustee Davis made the motion to go into Closed Session. Trustee Blyth seconded the motion. All were in favor. The motion duly passed. The Board went into Closed Session at 4:27 p.m.

Closed Session - pursuant to North Carolina General Statute G.S. §143-318.11

- Report by Committee on Personnel & By-Laws
- (a)(1): to prevent the disclosure of information that is privileged or confidential;
- (a)(6): to consider the job performance and fitness of an individual employee

The Board returned to Open Session at 5:09 p.m..

Chairman McNeel stated that the Board reviewed Dr. White's performance evaluation during the Closed Session. Chairman McNeel and Personnel Committee Chairman Davis met with Dr. White to discuss her annual performance evaluation on May 26, 2022. He noted that her performance evaluation was exemplary. The Committee on Personnel and By-Laws brought forward a motion to offer Dr. White a four-year contract, increase her local supplement and award her a performance bonus. Coming from Committee does not require a second. All were in favor. The motion duly passed.

Dr. White thanked the Board for their continued support and encouragement. The Board thanked Dr. White for her dedication and outstanding performance in moving the College forward during challenging times.

Having no further business, Chairman McNeel adjourned the meeting at 5:12 p.m.

Respectfully Submitted

Tammy R. Goodson

Tammy R. Goodson, Recording Secretary

Documents Included in the Packet

June 7, 2022, BOT Agenda

May 3, 2022, Board Minutes

NC Ethics Statement

New Employee Report

State and County Funds Budget Reports for the period ending April 30, 2022

Graduation Data Report

Strategic Plan Task Force Report

2021/2022 Highlights

Proposed Slate of Officers FY 2022-2022

Tentative 2022/2023 Board Calendar of Meetings

Trustees Self-Evaluation Report