



**Haywood Community College
Board of Trustees
Board Meeting
August 2, 2022**

The Haywood Community College Board of Trustees held a meeting on Tuesday, August 2, 2022, at 3:00 p.m. in the Hemlock Building Board Room (room 1509) via in-person and electronically. The following people were present in person or electronically:

TRUSTEES: Gorham Bradley, Lee Davis, Liz Ferguson, Tammy McDowell, Lynn Milner, Thomas Olliff, Deborah Porto, Kaleb Rathbone, Paul Turner, Danny Wingate, Rhonda Schandavel, Ezra Messer

STAFF: Shelley White, Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Bill Driver, Hylah Birenbaum, Ian Cernak, Elizabeth Epps, Glenn Matayabas, Craig Varley, Katherine Morgan, Jodi Wijewickrama, David Blackburn, Calab Tate

Call to Order, Ethics – Chair Milner called the meeting to order at 3:00 p.m. and welcomed everyone. Chair Milner requested a roll call, determined that a quorum was present, and followed with a moment of silence.

Chair Milner 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 – Chair Milner presented the August 2, 2022, Agenda. The August 2, 2022, Agenda was approved by affirmation and is located on electronic pages 1 and 2 of today’s packet.

Swearing in of Newly Appointed Trustees – Haywood County Clerk of Court, Hunter Plemmons, administered the Oath of Office for the newly appointed Trustees of Haywood Community College. The Oath of Office was administered for Trustee Thomas Olliff, who was appointed by the Haywood County Board of Education, and Paul M. Turner, who was appointed by the Haywood County Board of Commissioners. Chair Milner welcomed both to the Board.

Report by Nominating Committee – Lee Davis

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

- Lynn Milner – BOT (Board of Trustees) 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 Officers as presented to serve for the fiscal year 2022-2023. Coming from a committee does not require a second. All were in favor. The motion duly passed.

Board Minutes Approval - Chair Milner presented the June 7, 2022, Board Minutes for approval. The June 7, 2022 Board Minutes were approved as presented by affirmation and are on electronic pages 10-13 of today's packet.

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

- **Informational Reports** –
 - **Degree Attainment Report** – Dr. White recognized Dr. Wendy Hines, who received her doctorate in Nursing Practice Leadership, and Dr. Jaelyn Andersen, who received her Ph.D. in Psychology
 - **New Employee Introductions** – Dr. White introduced numerous new employees and employees who had received promotions. The employees included Ian Cernak, Elizabeth Epps, Glenn Matayabas, Craig Varley, Katherine Morgan, Jodi Wijewickrama, and David Blackburn. Each provided a summary of their job and background. Calab Tate was also recognized as the new chair of the Employee Senate.
 - **New Employee Report** – Dr. White called the Board's attention to the New Employee Report noting seven full-time employees and numerous 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 due to supply backorder and shipping backlog, the building is still behind but nearing completion. The project is expected to wrap up in mid-September with a move-in date of late September to early October. The Board reviewed the progress via photo presentation.
 - **Workforce & Industry Training Center** – Mr. Lanning stated that the advanced planning document's final draft had been received. The Administration is reviewing the documents and anticipates minor changes. When finalized Administration will authorize the architect to move forward with the Golden Leaf-funded portion of the project. The Golden Leaf-funded portion includes the Truck Driver Training pad and Lineman course area. The NCDOT project has been postponed. However, NCDOT moved forward with purchasing the land for right-of-way access.
 - **DOL/WORC Grant Project** – Two spaces in the building are under renovation to house our construction, plumbing, and HVAC programs. Mr. Lanning summarized it in detail and in pictures.

- **Trail Project** – Mr. Lanning provided a detailed update noting that concrete curb cuts will begin in six weeks. Cane Creek Trails will begin trail building upon completion of concrete work. HCC (Haywood Community College) is working with Natural Resources to develop the trail.
 - **Roofing Project** – The Balsam Building project is 25% complete, Poplar Building is 90% complete, and the Buckeye Building is slated to begin next.
 - **State and County Budget Reports as of June 30, 2022** – Mrs. Denney provided a summary of the State and County Funds Budget Reports for the period ending June 30, 2022. HCC is spending at a normal rate for this time of year for both the State and County Budgets. The State Budget report shows 94.02% expended for the period, and the County Budget report shows 85.53% expended for the period. The State and County Budget reports are on electronic pages 19-20 of today’s packet.
 - **Special Funds Quarterly Report as of June 30, 2022** - Mrs. Denney provided a detailed summary of the Special Funds Budget Report for the period ending June 30, 2022. The Board briefly discussed. The Special Funds Budget Report is located on electronic pages 21-24 of today’s packet.
- **Policy Revisions – First Reading**
 - Policy 3.1.4 - Comp Time Policy: Update – separating procedural language from the policy.
 - Policy 3.2.5 - Sick Leave Policy: Updates - allowing employees to utilize leave in quarter-hour increments, sick leave reinstatement if someone returns within five years (which has been our procedure and is required)
 - Policy 3.2.6 - Annual Leave Policy: Update – allowing employees to utilize leave in quarter-hour increments, defining that it will be paid out according to the remaining balance, changing his/her to their.
 - Policy 3.2.14 - Child Involvement Leave: Update – allowing employees to utilize leave in quarter-hour increments
 - Policy 3.2.15 - Community Involvement Leave Policy: Update – allowing employees to utilize leave in quarter-hour increments
- **Temporary Policy Addition – Policy 3.2.21 – COVID-19 Booster Leave** - Dr. White provided a summary of NC Executive Order No. 257, prompting the need for the procedure. On June 29, colleges received notification from the system office indicating that local Board approval should be obtained for this special, temporary leave type. Chair Milner entertained a motion to approve Policy 3.2.21-COVID-19 Booster Leave with an effective date of 05-12-2022. Trustee Turner motioned to approve Policy 3.2.21-COVID-19 Booster Leave with an effective date of 05-12-2022. Trustee Wingate seconded the motion. All were in favor. The motion duly passed.
- **Dr. White provided updates and information on:**
 - The successful Bobcat College – Camp for middle schoolers held this summer with 34 participants
 - HCC received a \$66,000 grant from the TDA for the trail expansion
 - HCC received the Golden Leaf grant for \$333,000 for simulation equipment in the Health Education Building
 - Registration and Fall planning activities are well underway – Classes begin on August 15
 - The Institute of Emerging Issues and My Future NC held a meeting on our campus for a regional discussion on degree attainment on July 19.

- The NCCCS (North Carolina Community College System) office has had a change in leadership. Thomas Stith has resigned. Dr. Bill Carver is serving as interim.

Report by Personnel & By-Laws Committee – Lee Davis

- **By-Laws Revisions** – Committee Chairman Davis presented the proposed revisions to the By-Laws and provided a detailed summary. He noted that the Committee brings forward a motion to approve the By-Laws as presented. Coming from the Committee does not require a second. All were in favor. The motion duly passed. The By-Laws are located on electronic pages 47-62 of today's packet.
- **Policy 1.6 – Board Meetings and Meeting Procedures – First Reading** - The recommended changes are necessary to align with the By-Laws revisions. The policy will be brought forward at the September Board meeting for approval.

Report by Chair of the Board of Trustees – Lynn Milner

- 2022-2023 Board Calendar of Meetings
- **Announcements** – Chair Milner called the Board's attention to several important dates provided at the end of the Agenda.

Chair Milner entertained a motion to go into Closed Session for reasons stated below. Trustee Davis made the motion to go into Closed Session. Trustee McDowell seconded the motion. All were in favor. The motion duly passed. The Board went into Closed Session at 4:11 p.m.

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

- (a)(1): to prevent the disclosure of information that is privileged or confidential;
- (a)(3): to discuss personnel matters protected by the attorney-client privilege

The Board returned to Open Session at 4:37 p.m.

Chair Milner entertained a motion to approve the June 1, 2021, Closed Session Minutes as presented. Trustee Schandavel motioned to approve the June 1, 2021, Closed Session Minutes as presented. Trustee McDowell seconded the motion. Trustees Davis, Olliff, Turner, and Ferguson recused themselves due to not being members of the Board at that time. All other Trustees were in favor. The motion duly passed.

Chair Milner entertained a motion to approve the June 7, 2022, Closed Session Minutes as presented. Trustee McDowell motioned to approve the June 7, 2022, Closed Session Minutes as presented. Trustee Porto seconded the motion. Trustees Olliff and Turner recused themselves due to not being members of the Board at that time. All other Trustees were in favor. The motion duly passed.

Chair Milner stated that during the Closed Session, the Board was provided an update on the resolution of a personnel matter.

Having no further business, Chair Milner entertained a motion to adjourn the meeting. Trustee Turner motioned to adjourn the meeting at 4:40 p.m. Trustee Wingate seconded the motion. All were in favor. The meeting adjourned at 4:40 p.m.

Respectfully Submitted

Tammy R. Goodson

Tammy R. Goodson, Recording Secretary

Documents Included in the Packet

August 2, 2022, BOT Agenda

June 2, 2022, Board Minutes

NC Ethics Statement

New Employee Report

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

Special Funds Quarterly Report for the period ending June 30, 2022

Proposed Slate of Officers FY 2022-2023

2022/2023 Board Calendar of Meetings

Degree Attainment Report

Policy 3.1.4 – Comp Time

Policy 3.2.5 – Sick Leave

Policy 3.2.6 - Annual Leave

Policy 3.2.14 – Child Involvement Leave

Policy 3.2.15 – Community Involvement Leave

Policy 3.2.21 – Booster Bonus Leave

By-Laws

Policy 1.6 – Board Meetings and Meeting Procedures

NCACCT (North Carolina Association of Community College Trustees) Leadership Seminar

Agenda