



**Haywood Community College
Board of Trustees
Board Meeting
September 6, 2022**

The Haywood Community College Board of Trustees held a meeting on Tuesday, September 6, 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, Liz Ferguson, Tammy McDowell, Lynn Milner, Thomas Olliff, Kaleb Rathbone, Rhonda Schandavel, Paul Turner, Danny Wingate, and SGA Representative-Ezra Messer

STAFF: Shelley White, Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Bill Driver, Hylah Birenbaum, Calab Tate, Matt Hoyle, Jeremy Phillips, Chris Bond, Matt Heimburg, Keith Inman, Trevor Young

Board Attorney: Pat Smathers

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 2 of today’s packet.

Agenda Approval – Chair Milner presented the September 6, 2022, Agenda. The September 6, 2022, Agenda was approved by affirmation and is located on electronic page 1 of today’s packet.

Board Minutes Approval - Chair Milner presented the August 2, 2022, Board Minutes for approval. The August 2, 2022, Board Minutes were approved as presented by affirmation and are on electronic pages 3-7 of today’s packet.

SGA Report – SGA President Ezra Messer presented highlights from the previous month. Highlights included; the Week of Welcome activities – Music Monday, Tailgate Tuesday, Wellness Wednesday, Throwback Thursday, and HCC is Family Friday. He also provided a summary of upcoming activities. The SGA Report is located on pages 8-17 of today’s packet.

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

- **Informational Reports** –
 - **Sister Cities Trip Presentation** – Chris Bond presented highlights from his recent trip with Asheville Sister Cities to San Cristobal and a potential/future HCC Study Abroad Destination. He stated that he and Jeremy Phillips would accompany the students to San Cristobal. Mr. Bond noted that there are many opportunities for study in the area. Some include; Universities, outdoor activities, amber artists, ceramics, cave visits, fiber arts, museums, and language courses. The class would have a maximum of 15 students and cost between \$1,500 and \$2,000. The Study Abroad trip would be attached to HUM 120-this would allow the students to apply for financial aid. A class project is assigned to the class. The Board discussed this at length and supported the return of Study Abroad trips to enhance students' educational experience.
 - **New Employee Introductions** – Sara Phillips introduced two new employees who had received promotions. The employees included Keith Inman and Trevor Young. Each provided a summary of their background and new job responsibilities.
 - **New Employee Report** – Dr. White called the Board's attention to the New Employee Report noting full-time employees and numerous part-time employees. The New Employee Report is located on electronic page 18 of today's packet.
 - **Enrollment Report** – Dr. Coleman presented numerous Curriculum and continuing education enrollment reports. The Board discussed trends in the county, age demographics, and the most significant challenges. While the college has experienced enrollment declines in Curriculum, there are many targeted strategies implemented to address this issue. The reports are located on electronic pages 19-40 of today's packet.
 - **Facilities Update** – Brek Lanning provided an update on the following:
 - **The Health Education Building** - Mr. Lanning updated the Committee on the Health Sciences Education Building's current status. He further summarized a recent meeting with the architect, builder, himself, Dr. White, B & G Committee Chairman Wingate, and BOT Chair Milner. Mr. Lanning has received notice that the Haywood County Inspection office and the Haywood County Fire Marshall will be on site Thursday, September 8, to perform the CO walk-through. Following the inspection, HCC will contact the State Construction Office to schedule their final walk-through.
 - **Workforce & Industry Training Center** – Mr. Lanning summarized the Workforce and Industry Training Center project. He stated that the final advanced planning document had been received and reviewed. There are a few minor changes to be made to the proposed plan. HCC met with the architect and civil engineer and approved moving forward with the project's Lineman and Truck Driver Training portion, funded by the Golden LEAF grant.. He further noted that HCC anticipates receiving construction bids on the project before the end of 2022 or early 2023, with a Spring construction date of early to mid-March
 - **JSD Water Project** - Mr. Lanning summarized the potential domestic water supply project collaboration. HCC has met with JSD regarding the project. JSD feels that a water tank for this district end would solve water flow issues. HCC and Broyhill are both affected by limited water flow.

The Fire Marshall has advised that HCC cannot add additional fire pumps or construct additional buildings unless the water flow issue is addressed.

- **Compliance Review Report FY 2021-2022** – Dr. White provided a brief summary noting that The Compliance Review Report for FY 2021-2022 shows no findings. She further stated that the report is traditionally referred to as the Program Audit and is performed every other year. Dr. White thanked Dr. Hines, Dr. Coleman, and their teams for their hard work ensuring proper documentation for the review. The Compliance Review Report for FY 2021-2022 is on pages 41-42.
- **State and County Budget Reports as of July 31, 2022** – Dr. White called the Board’s attention to the State and County Budget Report for the period ending July 31, 2022. Mrs. Denney noted that we are spending at a normal rate for this time of year. The State and County Budget Reports are located on electronic pages 43-44 of today’s packet.
- **Policy Revisions - Approval**
 - 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
 - Policy 1.6 – Board Meetings and Meeting Procedures – The recommended changes are necessary to align with the By-Laws revisions.

Chair Milner entertained a motion to approve Policy 3.1.4, Policy 3.2.5, Policy 3.2.6, Policy 3.2.14, Policy 3.2.15, and Policy 1.6 as presented. Trustee Turner motioned to approve Policy 3.1.4, Policy 3.2.5, Policy 3.2.6, Policy 3.2.14, Policy 3.2.15, and Policy 1.6 as presented. The motion was seconded by Trustee Schandevell. All were in favor. The motion was duly passed. The policies are located on electronic pages 45-62 of today’s packet.

Report by Chair of the Board of Trustees – Lynn Milner

- **SEI Evaluation Report** – Chair Milner reported that SEI Evaluation letters had been received for Trustee Olliff and Trustee Turner. The SEI Evaluation letter for Trustee Olliff stated, “We did not find an actual conflict of interest, but did find the potential for a conflict of interest. The potential conflict does not prohibit service on this entity.” The SEI Evaluation letter of Trustee Turner stated, “We did not find an actual conflict of interest or the likelihood of a conflict of interest.”
- **Announcements** – Chair Milner called the Board’s attention to several important dates provided at the end of the Agenda.

Having no further business, Chair Milner adjourned the meeting at 4:28 p.m.

Respectfully Submitted

Tammy R. Goodson

Tammy R. Goodson, Recording Secretary

Documents Included in the Packet

September 6, BOT Agenda

August 2, 2022, Board Minutes

NC Ethics Statement

New Employee Report

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

Enrollment Reports

Compliance Review Report FY 2021-2022

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

Policy 1.6 – Board Meetings and Meeting Procedures