



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

The Haywood Community College Board of Trustees held a meeting on Tuesday, November 1, 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, Carol Larsen, Tammy McDowell, Lynn Milner, Tom Olliff, Deborah Porto, Kaleb Rathbone, Paul Turner, Danny Wingate

STAFF: Dr. Shelley White, Dr. Wendy Hines, Dr. Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Bill Driver, Hylah Birenbaum, Calab Tate, Justin Stocker, Matt Hoyle, Tony Johnson, Andrew Lawson, Suzanna Moses, Shaneka Allen

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.

Swearing in of Newly Appointed Trustee - Haywood County Clerk of Court, Hunter Plemmons, administered the Oath of Office for the newly appointed Trustee of Haywood Community College. The Oath of Office was administered to Trustee Carol Larsen, appointed by Governor Roy Cooper. Chair Milner welcomed incoming Trustee Carol Larsen and asked her to share her background.

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

Board Minutes Approval - Chair Milner presented the October 4, 2022, Board Minutes for approval. The October 4, 2022, Board Minutes were approved as presented by affirmation and are on the electronic pages 3-6 of today's packet.

SGA Report – Dr. Michael Coleman presented highlights from the previous month. Highlights included;

- Students and employees participated in Fall in the Field on October 13, which included a kickball tournament and BBQ lunch
- Employees, students, and their families enjoyed a TopGun Maverick movie at the millpond on October 21

The SGA Report is located on pages 7-13 of today's packet.

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

○ **Informational Reports** –

- **Brook and Beast Feast** – Dr. White reported that the Brook and Beast Feast was a well-attended event with a great band, silent and live auctions, and door prizes. All funds raised benefit the Wildlife Club. Chair Milner thanked all who were able to attend.
- **EdNC** – Since Mebane Rash's visit last month, HCC has also hosted Nation Hahn last week, and at the end of this week, Liz Bell will be on campus to tour our Early Childhood Education Center and speak with Susannah High regarding our Mental Health First Aid course.
- **Hosted Representative Pless** – HCC hosted Representative Mark Pless at the RHTC and shared the vision for the Workforce Education Training Center.
- **New Employee Introductions** – Sara Phillips, Director of Human Resources, introduced two new employees. The employees included Tony Johnson and Andrew Lawson. Each provided a summary of their background.
- **New Employee Report** – Dr. White called the Board's attention to the New Employee Report noting numerous part-time employees. The New Employee Report is located on electronic page 14 of today's packet.
- **Marketing Update** – Michelle Harris provided a report on marketing focus areas across campus. She recently attended the NCMPR Conference, and the Marketing department submitted five marketing items for award consideration. HCC Marketing Department won three bronze and one gold.
- **Performance Measure Report**- David Onder provided a detailed summary regarding the performance measures and the redesign of how the measures are tracked and reported. The Board briefly discussed how funding is tied to the report and the number of transfer students. The Performance Measure Report is located on electronic pages 15-16 of today's packet.
- **Policies**
 - **Policy 4.1.3 – Curriculum Development** – Dr. Wendy Hines provided a detailed summary regarding the recommended policy changes. The policy is located on electronic page 17 of today's packet.
 - **Policy 7.8 – Information Security Program (New)** – Bill Driver provided a detailed summary regarding the recommended new policy. The policy is located on electronic page 18 of today's packet.

The presented policies will be considered at the December Board Meeting for approval.

- **Facilities Update** – Brek Lanning provided an update on the following:
 - **The Health Education Building** - Mr. Lanning updated the Board on the Health Sciences Education Building's current status. He stated that the final State Construction has scheduled the final inspection for November

14. Brek provided pictures of the building's progress and the remaining items to be completed prior to the inspection. Mr. Lanning noted that the project had stayed within budget.
- **Workforce & Industry Training Center** – Mr. Lanning summarized the Workforce and Industry Training Center project. He stated that the architects are proceeding with schematic design. HCC is conferring with NCCCS and State Construction Office on how to proceed with the design contract. We anticipate either amending the existing project 3-1 form or breakout the first phase as a separate project with a new 3-1 form. Brek expects the new 3-1 form would come before the B & G Committee in December. He followed with a summary of the timeline
 - **HCC Trail Expansion** – Cane Creek Trails are well underway with phase two of the trail installation. They are currently working on kiosk signage and dog stations. Cane Creek Trails has completed 75% of this phase. They expect to have the trail completed by late January or early February.
 - **Signage** – HCC is working with Bizzell Designs to assess our Monument, Wayfinding, and trail signage across campus.
 - **Horticulture Volunteer Group** – The Campus Arboretum Team is working with a newly formed HCC Horticulture Volunteer Committee to assist with campus beautification. One of the first projects will include students within the Environmental Science Program working on updating the Rhododendron Garden to its original design by Don Ogden and having the committee work on planter beds. HCC feels the trail system will be another opportunity for volunteer groups to help with maintenance.
 - Trustees asked for an update on the Junaluska Sanitary District Water project. Mr. Lanning reported that the last communication received regarding the Water Tower was that JSD was waiting on approval of grant funding.
 - **State and County Budget Reports for the Period Ending September 30, 2022** – Mrs. Denney provided a summary of the State and County Budget Reports for the Period ending September 30, 2022. She noted that HCC aligns with year-to-date expenditures and encumbered amounts for State and County Budget reports. The State and County Budget Reports are located on electronic pages 19-20 of today's packet.
 - **Special Funds Budget Report for the Quarter Ending September 30, 2022** – Mrs. Denney provided a summary of the Special Funds Budget Report for the Quarter ending September 30, 2022. The Special Funds Budget Report is located on electronic pages 21-24 of today's packet.

Report by Chair of the Board of Trustees – Lynn Milner

- **Statement of Economic Interest** – Chair Milner reported that the SEI Evaluation letter had been received for Trustee Larsen. The SEI Evaluation letter for Trustee Larsen 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.
- **NCCCS Legislative Priorities** – Chair Milner called the Board's attention to the NCCCS Legislative Priorities and provided a summary. Dr. White summarized the 2022-2025 legislative agenda and noted that Student and Employee investments are the top items on

the Agenda, along with increasing State funding for Community Colleges. The Board briefly discussed the salary increase percentage and the investment in student FTE.

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 matters protected by attorney-client privilege-Legal and Potential Litigation
- (a)(5): to discuss the material terms of the acquisition of real property

Chair Milner entertained a motion to go into Closed Session at 4:15 p.m. for the reasons stated above. Trustee Rathbone motioned to go into Closed Session for the reasons stated above. Trustee Wingate seconded the motion. All were in favor. The motion was duly passed.

The Board returned to Open Session at 4:52 p.m.

Chair Milner entertained a motion to approve the August 2, 2022, Closed Session Minutes as presented. Trustee Olliff motioned to approve the August 2, 2022, Closed Session Minutes as presented. Trustee Ferguson seconded the motion. All were in favor. The motion was duly passed.

Chair Milner entertained a motion to approve the October 4, 2022, Closed Session Minutes as presented. Trustee Turner motioned to approve the October 4, 2022, Closed Session Minutes as presented. Trustee Davis seconded the motion. All were in Favor. The motion was duly passed.

Having no further business, Chair Milner entertained a motion to adjourn the meeting. Trustee Larsen motioned to adjourn the meeting at 4:55 p.m. The motion was seconded by Trustee Olliff. All were in favor. The motion was duly passed. The Board Meeting adjourned at 4:55 p.m.

Respectfully Submitted

Tammy R. Goodson

Tammy R. Goodson, Recording Secretary,
Executive Assistant to the President,
Ethics Liaison

Documents Included in the Packet

November 1, BOT Agenda

October 4, 2022, Board Minutes

NC Ethics Statement

New Employee Report

Policy 4.1.3 – Curriculum Development

Policy 7.8 – Information Security Program

State and County Funds Budget Reports for the Period ending September

Special Funds Budget Report for the Quarter ending September

NCCCS Legislative Priorities