



**Haywood Community College
Board of Trustees
Board Meeting
December 13, 2022**

The Haywood Community College Board of Trustees held a meeting on Tuesday, December 13, 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, Carol Larsen, Tammy McDowell, Lynn Milner, Deborah Porto, Kaleb Rathbone, Paul Turner, Danny Wingate, Rhonda Schandavel (in @ 3:48 p.m.)

STAFF: Shelley White, Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Bill Driver, Hylah Birenbaum, Caleb Tate, Nicole Smiley, Maria Gamez Chevez, Dylan Graham

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 December 13, 2022, Agenda and entertained a motion to approve the Agenda as presented. Trustee Rathbone motioned to approve the December 13, 2022, agenda as presented. Trustee McDowell seconded the motion. All were in favor. The motion was duly passed. The December 13, 2022, Board Agenda is on electronic page 1 of today's packet.

Board Minutes Approval - Chair Milner entertained a motion to approve the November 1, 2022, Board Minutes. Trustee Wingate motioned to approve the November 1, 2022, Board Minutes as presented. Trustee Porto seconded the motion. All were in favor. The motion was duly passed. The November 1, 2022, Board Minutes are on electronic pages 3-6 of today's packet.

SGA Report – Dr. Michael Coleman presented highlights from the previous month. He noted that today marks the end of the Fall Semester, and classes will resume on January 11, 2023.

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

○ **Informational Reports** –

- **Health Sciences Building** – HCC celebrated the completion of the Health Sciences Education Building on November 29 with a ribbon-cutting ceremony. Dr. White commended Brek Lanning and Wendy Hines for their hard work in bringing the building to fruition.
- **John G. Palmer Woodsmen's Meet** – HCC held the John G. Palmer Woodsmen's Meet at the Cradle of Forestry on November 12. Dr. White noted that HCC won the dendrology and the overall competition.
- **Pratt & Whitney** – Dr. White and Hylah Birenbaum attended Pratt and Whitney's grand opening on November 16. HCC is participating in a regional training effort, and Ms. Birenbaum is working with them to pursue a scholarship. Graduates from the regional training effort can secure a high-wage job upon completion.
- **New Employee Introductions** – Sara Phillips, Director of Human Resources, introduced five new employees. The employees included Maria Gamez Chavez, Nicole Smiley, Dylan Graham, Ricky Ledford, and Juan Ramos Santana. Those present provided a summary of their background, and Sara Phillips provided an overview of Ricky Ledford and Juan Ramos Santana's backgrounds.
- **New Employee Report** – Dr. White called the Board's attention to the New Employee Report noting numerous full-time and part-time employees. The New Employee Report is located on electronic page 7 of today's packet.
- **Policies**
 - **Policy 4.1.3 – Curriculum Development** –
 - **Policy 7.8 – Information Security Program (New)** –

Chair Milner entertained a motion to approve Policy 4.1.3-Curriculum Development as presented. Trustee McDowell made the motion to approve Policy 4.13-Curriculum Development as presented. Trustee Ferguson seconded the motion. All were in favor. The motion was duly passed.

Chair Milner entertained a motion to approve Policy 7.8-Information Security Program as presented. Trustee Larsen made the motion to approve Policy 7.8-Information Security Program as presented. Trustee Wingate seconded the motion. All were in favor. The motion was duly passed.

The policies are located on electronic pages 8-9 of today's packet.

- **State and County Budget Reports for the Period Ending October 31, 2022** – Dr. White provided a summary of the State and County Budget Reports for the Period ending October 31, 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 11-12 of today's packet.

Report by TESA Committee – Tammy McDowell

- **2022-2023 Curriculum Committee Recommendations** - Ms. Hines reviewed the process the HCC follows when reviewing programs prior to bringing any substantive recommendations before the Committee and the Board. She noted that there are no recommendations for program termination. She outlined and provided summaries of the following substantive changes recommended by the Curriculum Committee, which will be effective in Fall 2023:
 - **Substantive Recommendations:**

College Transfer

- **Math Courses – Add local prerequisite of MAT 003 to the following: MAT 110, MAT 143, MAT 152, and MAT 171, barring any state revisions.**

Health, Human, and Business Services

- **Business Administration - Tourism**

Career & College Promise/High School Programs

- **Electrical Systems Technology – Remove: ELC 131 and 131A**
- **Electrical Systems Technology – Add: ELC 115**
- **Business Administration – New Program track request-Tourism**
- **Cosmetology Certificate – New Program request**
- **Medical Assisting Certificate – New Program request**
- **Fish and Wildlife Management Technology Certificate – New Program request**

Chair Milner stated that the TESA Committee brings forward a motion to approve the 2022-2023 Curriculum Committee Recommendations as presented. Coming from Committee does not require a second. All were in favor. The motion was duly passed. The 2022-2023 Curriculum Committee Recommendations are located on electronic page 13 of today's packet.

- **2023-2024 Student Fees Recommendations** - Mrs. Hines outlined the proposed 2023-2024 Curriculum Student Fees, reviewed the process, and provided background information. She noted the following:

Curriculum

- Activity Fee for HUM 120 Cultural Studies & HUM 180 International BUltural Exploration – Study Abroad Proposed Fee - \$2,500 (an increase of \$500)
- **Cosmetology – Remove: COS 111, COS 117, COS 121 and Add: COS 112, COS 114, COS 116, COS 118**
- **Automotive Systems Technology – Add New Fee – HET 125**
- **Fish & Wildlife Management Technology – Add: Trip and Supply Fee (Lodging, travel, meals, and instructional supplies - \$145 (a decrease of \$45)**
 - **Remove FOR 240**
 - Trip & Supply Fee – New Fee – Up to \$50

- Fees associated with Hunter Education Course Training (includes the cost of the exam) at \$15, and ATV Safety Training and Certificate at \$30
- FWL 212 – Remove Course Fee-activities moved to FWL 252
- Supply Fee (includes the cost of traps, mist nets, batteries, study skins/skulls, and other materials used in the course) – Up to \$50 (an increase of \$30)
 - Add: First Aid, Hunter Education ATV Safety, and Chainsaw Training/Certifications - \$240 up to \$360 (an increase of \$165)
- Forest Management Technology
 - FOR 215 –
 - Trip and Supply Fee (lodging, travel meals, and instructional supplies) FOR 173 – New Fee – Up to \$40
 - Herbicide/Pesticide Applicator’s License Exam FOR 240 – New Fee – Up to \$70
 - Chainsaw Safety Training and Certification (Game of Logging - \$500). Trip and Supply Fee (Lodging, travel, meals, and instructional supplies) FOR 271 – New Fee up to \$575
 - Trip and Supply Fee (lodging, travel, meals, and instructional supplies) FOR 232 – New Fee – Up to \$75
 - Equipment Fee (Remove FOR 232) Up to \$40 (an increase of \$20)

Curriculum Fees (Outside Agencies)

- Medical Assisting – Up to \$99 (an increase of \$2)

Workforce Continuing Education Student Fees –

- No changes

Chair Milner stated that the TESA Committee brings forward a motion to approve the 2023-2024 Student Fees Recommendations as presented. Coming from Committee does not require a second. All were in favor. The motion was duly passed. The 2023-2024 Student Fees Recommendations are on electronic pages 15-27 of today’s packet.

- **2023-2024 Academic Term Start-End Dates** – Mrs. Hines provided a summary of the 2023-2024 Academic Term Start-End dates. The chart included the Fall-2023, Spring 2024, and Summer-2024.

Chair Milner stated that the TESA Committee brings forward a motion to approve the 2023-2024 Academic Term Start-End Dates as presented. Coming from Committee does not require a second. All were in favor. The motion was duly passed. The 2023-2024 Academic Term, Start-End Dates chart is on page 29 of today’s packet.

- **2021-2022 Continuing Education Internal Audit Report** HCC’s ConEd Workforce Accountability Plan, Administration is required to bring forward information to the Board of Trustees, the Workforce/ConEd Internal Class Audit results **for 2021CE3-2022CE2** annually. She also reported the following class audits:
 - 2021CE3 – 218 Classes – 43 Class Audits Completed – Zero Findings – 20%
 - 2022CE1 – 224 Classes – 45 Class Audits Completed – Zero Findings – 20%
 - 2022CE2 – 131 Classes – 23 Class Audits Completed – One Finding – 18%

Report by Building and Grounds Committee – Danny Wingate

- **Request to Increase Construction Delegation** – Mr. Lanning provided a summary regarding the Request to Increase Construction Delegation. The increase would allow HCC to complete projects that are a maximum project amount of 2 million dollars or less in-house without going through the State Construction Office, which could decrease the time for project completion. Committee Chair Wingate brought forward a motion from the Committee on Building and Grounds to approve the submittal of Form 3-8A to the NCCCS Capital Improvement Projects Department. Coming from Committee does not require a second. All were in favor. The motion was duly passed. The Request to Increase Construction Delegation Form 3-8A is on pages 32-40 of today's packet.
- **Facilities Update**
 - **Health Sciences Building** – HCC celebrated the completion of the Health Sciences Building on November 29 with a ribbon-cutting ceremony. The SCO completed their inspection of the building with minor findings. The builder is 90% complete with correcting the findings, and SCO will be back on December 19 for a final inspection.
 - **Workforce Industry Training Center** – The project is underway, and a meeting is scheduled next week to review the progress of the layout of the CDL course. The architect has been working with the DOT engineer and the DMV engineer, who certifies the Truck Driver Training Courses to ensure that we meet all the parameters.

Report by Chair of the Board of Trustees – Lynn Milner

- **Announcements** – Chair Milner called the Board's attention to several important dates provided at the end of the Agenda.
- Trustee Larsen commended HCC on the Navigating College Success Coach approach to ensuring that students have one person that assists them on their educational journey from start to finish.

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 3:48 p.m. for the reasons stated above. Trustee Wingate motioned to go into Closed Session for the reasons stated above. Trustee McDowell seconded the motion. All were in favor. The motion was duly passed.

The Board returned to Open Session at 4:25 p.m.

Having no further business, Chair Milner entertained a motion to adjourn the meeting. Trustee Rathbone motioned to adjourn the meeting at 4:27 p.m. The motion was seconded by Trustee Wingate. All were in favor. The motion was duly passed. The Board Meeting adjourned at 4:27 p.m.

Respectfully Submitted

Tammy R. Goodson

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

Documents Included in the Packet

December 13, BOT Agenda

November 1, 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 October 31, 2022

2022-2023 Curriculum Committee Recommendations

2023-2024 Student Fees Recommendations

2023-2024 Academic Term Start-End Dates

2021-2022 Continuing Education Internal Audit Report

Request to Increase the Construction Delegation form 3-8A