



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

The Haywood Community College Board of Trustees held a meeting on Tuesday, February 1, 2022, at 3:04 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, Jr., Liz Ferguson, Tammy McDowell, Tom McNeel, Lynn Milner, Morgan Plemmons, Deborah Porto, Kaleb Rathbone, Rhonda Schandavel, Danny Wingate

**STAFF:** Dr. Shelley White, Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Bill Driver, Hylah Birenbaum, Dee Massey, Tammy Goodson

**ATTORNEY:** Pat Smathers

**Call to Order, Ethics**

Chairman McNeel called the meeting to order at 3:04 p.m. and welcomed everyone. Chairman McNeel requested a roll call, determined that a quorum was present, and followed with a prayer by Tammy McDowell.

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 2 of today's packet.

**Agenda Approval** – Chairman McNeel presented the February 1, 2022 Agenda for Approval. The February 1, 2022, Agenda was approved by affirmation and is located on electronic page 1 of today's packet.

**Board Minutes Approval** - Chairman McNeel presented the December 7, 2021 Board Minutes for approval. The December 7, 2021 Board Minutes were approved as presented by affirmation and are on electronic pages 5-8 of today's packet.

**SGA Report** – Dr. Michael Coleman presented highlights from the SGA Report. The SGA Report is located on electronic pages 10-12.

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

- **Informational Reports** –
  - Program and College Updates –
    - **State Budget** reveals that HCC is included in the expansion of Broadband funding- \$15 million. The \$15 million supports 25 rural colleges. Additional details are to be forthcoming.
    - **Bobcat Challenge** – Dr. White provided details surrounding HCC's initiative to increase enrollment "The Bobcat Challenge."
    - **Community and Economic Development Corporation of Haywood County** – HCC President (or designee) will be a standing member of the Board for the updated Community & Economic Development Corporation of Haywood County.
    - **Pratt & Whitney** – HCC will host Pratt & Whitney for a Community conversation on February 15 at 5:30 p.m. in the Hemlock Auditorium. Pratt & Whitney is bringing 800 jobs to our region in aerospace technology. HCC's short-term machining programs are an approved pathway to employment.
    - Dr. White provided a summary of her participation in the **Workforce Development Institute (WDI)** of AACC (American Association of Community Colleges) as a sponsored participant of the Community Colleges of Appalachia.
  - **New Employee Report** – Dr. White called the Board's attention to the New Employee Report noting four full-time employees and numerous part-time employees. She provided brief bios on the full-time employees. The New Employee Report is located on electronic page 14 of today's packet.
  - **New HCC Website** – Michelle Harris unveiled the New HCC Website and provided a brief tour for trustees.
  - **COVID Care Sheet** – Dr. Coleman and Mrs. Hines presented detailed summaries regarding the COVID Care Sheet for Students. The Board briefly discussed. The COVID Care Sheet is located on electronic page 18 of today's packet.
  - **Policy Updates** – For Approval – Dr. White presented a detailed summary of the following recommended revisions: Policy 2.1.12-Registered Sex Offenders, Policy 3.1.1-Equal Opportunity Employer, Policy 3.1.10-President Hiring and Duties, and Policy 3.3.7-Discrimination and Harassment. Chairman McNeel entertained a motion to approve Policy 2.1.12-Registered Sex Offenders, Policy 3.1.1-Equal Opportunity Employer, Policy 3.1.10-President Hiring and Duties, and Policy 3.3.7-Discrimination and Harassment as presented. Trustee Milner made the motion to approve the policies as presented. Trustee McDowell seconded the motion. The detailed summary and policies are located on electronic pages 20-29 of today's packet.
  - **Policy Updates** – First Reading – Dr. White presented a detailed summary of the following recommended revisions: Policy 2.3.4-Traffic Regulations, Policy 4.2.5-Field Trips, Policy 2.3.8-College Records. The Board briefly discussed.

The detailed summary and policies are located on electronic pages 32-40 of today's packet

**Report by Technology, Education, and Student Affairs Committee (TESA)-Morgan Plemmons –**

- **2022-2023 FY Academic Calendar** – Mrs. Hines presented a brief summary of the 2022-2023 FY Academic Calendar. The Board briefly discussed. Committee Chair Plemmons brought forward a motion from the committee to approve the 2022-2023 academic term start and end dates be approved as presented. Coming from Committee does not require a second. All were in favor. The motion duly passed.

**Report by Building and Grounds Committee – Jim Blyth**

- Brek Lanning provided a detailed summary of today's B&G Committee Meeting and the potential partnership with Junaluska Sanitary District. The Board discussed at length. The B&G Committee unanimously agreed to explore with JSD and Haywood County a plan to address the future water needs of the campus. Chairman McNeel asked if there were any objections. No objections were noted.
- **Health Sciences Building Update** – Mr. Lanning provided an update on the current status and construction schedule, noting the project's expected completion is set for the end of March-early April of 2022. He also provided a brief summary of the project's next steps. Mr. Lanning reported that the metal roofing is still delayed. A test will be performed on the underlying layer, which has been installed for almost 90 days. Sensors have been installed inside the building to determine if moisture was compromising the interior of the building. Mr. Lanning further noted that the project is on budget with only three change orders and still within the contingency.
- **Architect Update for the Workforce and Industry Center** – Mr. Lanning, Dr. White, and Trustee Wingate met to review submissions from architects for the Workforce and Industry Training Center. A total of eight proposals were received. The selections were narrowed down to four candidates. The four candidates are ADW Architectes, C Design, Clark Nexen, McMillian Pazdan Smith Architecture. A committee was formed to interview the four firms in the upcoming weeks.

**Report by Committee on Finance Chairman – Kaleb Rathbone –**

- **State and County Budget Reports as of December 31, 2021** – Mrs. Denney provided a detailed summary of the State and County Budget Reports as of December 31, 2021. She stated that the amounts expended and encumbered are within the norm for this time of year. The State and County Budget Reports are located on electronic pages 46-47 of today's packet.
- **Special Funds Budget Report as of December 31, 2021** – Mrs. Denney summarized Current Unrestricted, Current Restricted Student Aid, Proprietary, and Capital Outlay. The Special Funds Budget Report is located on electronic pages 48-51 of today's packet.
- **Auxiliary Budget Report as of December 31, 2021** – Mrs. Denney summarized accounts included in the Auxiliary Budget, including the bookstore, vending, print ship, and childcare Center. The Auxiliary Budget Report is located on electronic page 52 of today's packet.
- **FY 2021-2022 Institutional Final Budget** – Mrs. Denney summarized the Institutional Final Budget, including College Revenues and Expenditures. The Board briefly discussed. Committee Chairman Rathbone brought forward a motion from Committee to approve the FY 2021-2022 Institutional Final Budget for Haywood Community College be approved as presented. Coming from Committee does not require a second. All were

in favor. The motion duly passed. The FY 2021-2022 Final Institutional Budget is located on electronic page 53-54 of today's packet.

**Report by Chairman of the Board of Trustees – Tom McNeel**

- Announcements – Chairman McNeel called the Board's attention to several important dates provided at the end of the agenda.
- **Open Discussion** – The Board discussed ideas on promotional opportunities for the College, including; marketing strategies for adult learners, instruction hybrid models, super Saturday classes, physical signage, marketing strategies, etc.

Having no further business, Chairman McNeel adjourned the meeting at 5:00 p.m.

Respectfully Submitted

*Tammy R. Goodson*

Tammy R. Goodson, Recording Secretary

**Documents Included in the Packet**

February 1, 2022, BOT Agenda  
December 7, 2021, Board Minutes  
NC Ethics Statement  
SGA Report  
New Employee Report  
State and County Funds Budget Reports for the period ending December 31, 2021  
Special Funds Budget Report – December 31, 2021  
Auxiliary Budget Report – December 31, 2021  
FY 2021-2022 Institutional Final Budget  
Policy 2.1.12-Registered Sex Offenders  
Policy 3.1.1-Equal Opportunity Employer  
Policy 3.1.10-President Hiring and Duties  
Policy 3.2.6-Annual Leave  
Policy 3.3.7- Discrimination and Harassment  
Policy 2.3.4-Traffic Regulations  
Policy 4.2.5-Field Trips  
Policy 2.3.8-College Records  
2022-2023 FY Academic Calendar  
COVID Care Sheet