



**Haywood Community College  
Board of Trustees  
Board Meeting  
April 5, 2022**

The Haywood Community College Board of Trustees held a meeting on Tuesday, April 5, 2022, at 3:00 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:** Lee Davis, Jr., Liz Ferguson, Tammy McDowell, Tom McNeel, Lynn Milner, Deborah Porto, Rhonda Schandavel, Danny Wingate

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

**ATTORNEY:** Pat Smathers

**Call to Order, Ethics**

Chairman McNeel called the meeting to order at 3:00 p.m. and welcomed everyone. Chairman McNeel requested a roll call, determined that a quorum was present, and followed with a prayer by Rhonda Schandavel.

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 3 of today's packet.

**Agenda Approval** – Chairman McNeel presented the April 5, 2022 Agenda for Approval. The April 5, 2022, Agenda was approved by affirmation and is located on electronic pages 1-2 of today's packet.

**Board Minutes Approval** - Chairman McNeel presented the March 1, 2022 Board Minutes for approval. The March 1, 2022 Board Minutes were approved as presented by affirmation and are on electronic pages 6-10 of today's packet.

**SGA Report** – Dr. Michael Coleman presented highlights from the SGA Report. The SGA Report is located on electronic pages 12-14 of today's packet.

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

- **Informational Reports –**
  - Program and College Updates –
    - **Southeastern Conclave** – Over 300 wildlife students from colleges and universities across the southeast convene on HCC’s campus April 7-9 for competitions across campus – including game calling, photography, quiz bowl, and field competitions.
    - **April Bobcat Challenge** – April’s challenge is to spread the word about the impact of community colleges. April is also Community College Month.
    - **Registration Team** – An Ad-Hoc Registration Team has been organized to convene weekly during registration season. The Team has representation from all areas involved in the registration process.
    - **High School Art Exhibition** – HCC hosts the first High School Art Exhibit in the Mary Cornwell Gallery from March 26 to April 8. Over 30 submissions were received.
    - **Bowl for Kid's Sake** – HCC participated in the Bowl for Kid's Sake fundraiser for Big Brothers Big Sisters of Western North Carolina on March 19. Dr. White, Dee Massey, Shanika Allen, and Makai Allen made up HCC’s Team.
    - **Premier Magnesia/Giles Chemical** – Dr. White, Wendy Hines, and Sara Phillips toured Premier Magnesia/Giles Chemical HR Director Tim Williams. Dr. White had a follow-up meeting with President Jim Hill. Premier is the largest manufacturer of Epsom salts and supplier to Dr. Teals.
    - **Reading Day** – HCC held a college-wide professional development day with various break-out sessions led by campus experts.
    - **Hospitality Education** – Dr. White, Wendy Hines, and Dr. Coleman met with The Swag and Cataloochee Ranch General Manager Will Jones to discuss opportunities for new partnerships in Hospitality Education.
    - **Broadband Meeting** – HCC participated in a regional broadband meeting hosted by Senator Corbin and our regional legislative delegation to discuss federal and state broadband expansion grants.
  - **New Employee Report** – Dr. White called the Board’s attention to the New Employee Report noting two full-time employees and numerous part-time employees. The New Employee Report is located on electronic page 17 of today’s packet.
  - **Facilities Update** – Brek Lanning provided an update on the Health Education Building. He noted the following timeline:
    - **April** – Finishes and casework, HVAC installation, sidewalks and stairs, electrical and trim to be completed
    - **May** – Ground covering and landscaping, IT security camera installation, punch list, and maintenance training
    - **June** – Furniture installation, instructional equipment arriving, instructional equipment setup,
  - **State and County Budget Reports as of February 28, 2022** – Dr. White noted that expenditures are in line with this time last year. The State and County

Budget Reports for the period ending February 28, 2022, are located on electronic pages 18-19 of today's packet.

- **FY 2022-2023 County Budget Request** – Karen Denney provided an in-depth summary of the FY 2022-2023 County Budget Request. She noted one increase in the insurance estimate since it was presented at the March Board Meeting. The increase was in the insurance. Karen Denney and Bill Driver provided a detailed explanation of the increase related to cybersecurity insurance. The Board discussed this at length. Following discussion, Chairman McNeel entertained a motion to approve the FY 2022-2023 County Budget Request as presented with the contingency that Dr. White be able to add the additional expense of advanced planning to the budget request if needed. Trustee Davis motioned to approve the FY 2022-2023 County Budget Request as presented with the contingency that Dr. White be permitted to add the additional expense of advanced planning to the Budget request if needed. Trustee Schandavel seconded the motion. All were in favor. The FY 2022-2023 County Budget Request is located on electronic pages 20-29 of today's packet.
- **Policy Updates – For Approval** – Dr. White presented a detailed summary of the following recommended revisions: Policy 7.2-Internet & Acceptable Use, Policy 7.3-Electronic Records Retention, Policy 7.6-Peer to Peer Sharing, Policy 7.7-Digital Technology Accessibility, Policy 2.1.10-Communicable Diseases, Policy 3.1.5-Re-Employment of Retired Persons, and Policy 3.2.16-Military Leave. Chairman McNeel entertained a motion to approve Policy 7.2-Internet & Acceptable Use, Policy 7.3-Electronic Records Retention, Policy 7.6-Peer to Peer Sharing, Policy 7.7-Digital Technology Accessibility, Policy 2.1.10-Communicable Diseases, Policy 3.1.5-Re-Employment of Retired Persons, and Policy 3.2.16-Military Leave. Trustee McDowell motioned to approve Policy 7.2-Internet & Acceptable Use, Policy 7.3-Electronic Records Retention, Policy 7.6-Peer to Peer Sharing, Policy 7.7-Digital Technology Accessibility, Policy 2.1.10-Communicable Diseases, Policy 3.1.5-Re-Employment of Retired Persons, and Policy 3.2.16-Military Leave. Trustee Schandavel seconded the motion. All were in favor. The motion duly passed. The detailed summary and policies are located on electronic pages 31-51 of today's packet.
- **Policy Updates – First Reading** – Dr. White presented a detailed summary of the following recommended revisions; Policy 3.2.20-Employee Work and State of Emergency Leave, Policy 3.3.3-Employee Code of Conduct, Policy 3.3.5-Contract Non-Renewal and Resignations, and Policy 3.3.6-Right of Appeal. The Board briefly discussed. The policies are located on electronic pages 54-64 of today's packet.

### **Report by Personnel & By-Laws Committee – Lee Davis**

**Distribution of President's Evaluation Instrument** – Trustee Davis summarized the timeline and instructions for completing the President's Evaluation Instrument. The timeline summary is located on electronic page 66 of today's packet.

**Recommended By-Laws Revisions** – Trustee Davis summarized the proposed changes to HCC’s By-Laws. He noted three significant revisions categories: Timing of election of officers, reference to “Annual Meeting,” and By-Law revisions and amendments. The Board discussed this at length. In order to comply with the current By-Laws, revisions were brought forward for consideration and review in April and will not be voted on until August. The recommended By-Laws revisions are located on electronic pages 67-82 of today’s packet.

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

- **Distribution of BOT Self Evaluation Instrument** – Chairman McNeel provided brief instructions for the BOT Self Evaluation instrument. The Board briefly discussed.
- **Open Discussion** – The Board discussed the joint meeting with Haywood County Schools and Haywood County Board of Commissioners. All felt it was a productive meeting.
- **Announcements** – Chairman McNeel called the Board’s attention to several important dates provided at the end of the agenda.

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

Respectfully Submitted

*Tammy R. Goodson*

Tammy R. Goodson, Recording Secretary

**Documents Included in the Packet**

- April 5, 2022, BOT Agenda
- March 1, 2022, Board Minutes
- NC Ethics Statement
- SGA Report
- New Employee Report
- State and County Funds Budget Reports for the period ending February 28, 2022
- Policy 7.2-Internet & Acceptable Use
- Policy 7.3-Electronic Records Retention
- Policy 7.6-Peer-to-Peer Sharing
- Policy 7.7-Digital Technology Accessibility
- Policy 3.1.10-Communicable Diseases
- Policy 3.1.5 - Re-Employment of Retired Persons
- Policy 3.2.16-Military Leave
- Policy 3.2.20-Employee Work and State of Emergency Leave
- Policy 3.3.3-Employee Code of Conduct
- Policy 3.3.5-Contract Non-Renewal and Resignations
- Policy 3.3.6-Right of Appeal
- President’s Evaluation Timeline
- Proposed By-Laws Revisions