



**Haywood Community College
Board of Trustees
Board Meeting
February 7, 2023**

The Haywood Community College Board of Trustees held a meeting on Tuesday, February 7, 2023, 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, Rhonda Schandavel, Paul Turner, Danny Wingate

STAFF: Dr. Shelley White, Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Hylah Birenbaum, Calab Tate, Lisa Frady, Kelsi Mulock, Ian Cernak, Justin Stocker, Matt Hoyle

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 February 7, 2023, Agenda and entertained a motion to approve the Agenda as presented. Trustee Turner motioned to approve the February 7, 2023, agenda as presented. Trustee McDowell seconded the motion. All were in favor. The motion was duly passed. The February 7, 2023, Board Agenda is on electronic page 1 of today's packet.

Board Minutes Approval - Chair Milner entertained a motion to approve the December 13, 2022, Board Minutes. Trustee Schandavel motioned to approve the December 13, 2022, Board Minutes as presented. Trustee Larsen seconded the motion. All were in favor. The motion was duly passed. The December 13, 2022, Board Minutes are on electronic pages 3-8 of today's packet.

SGA Report – SGA President Ezra Messer presented highlights from the beginning of the Spring Semester. He also provided a calendar of upcoming events.

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

- **Informational Reports –**
 - Dr. White provided a brief update on HCC’s enrollment numbers. She noted that HCC is seeing signs of flattening out. HCC is currently 1-2% lower than spring of 2020 in curriculum enrollment.
 - Dr. White reported that HCC is in full recruitment mode. Dr. Hines provided a summary of the upcoming open house events.
 - Dr. White summarized a recent meeting regarding the community survey. She outlined the plan for seeking input from various groups across the community on how HCC can better serve their needs.
 - Legislative meetings are underway-Dr. White stated that HCC has already met with Representative Pless, will be meeting with Senator Corbin on Friday, February 10, and will have additional meetings in Raleigh during the upcoming NCACCT Legislative Seminar.
 - Preparations are underway for the SACSCOC fifth-year review. The review will be completed in September 2024.
 - Dr. White read excerpts from “Good News” letters/emails. The Trustees commended all for a job well done.
 - **Living Well Update** – Mrs. Phillips and Mrs. Harris provided a detailed summary of HCC’s Living Well, employee wellness, program. The Trustees discussed this at length.
 - **New Employee Introductions** – Sara Phillips, Director of Human Resources, introduced five new employees. The employees included Lisa Frady and Kelsi Mulock. Both provided a summary of their background.
 - **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 13 of today's packet.
 - **FY-2021-2022 Annual Report** – Dr. White presented Trustees with a copy and a summary of the FY 2021-2022 Annual report.
 - **Facilities Update**
 - **Health Sciences Building** – Mr. Lanning reported that the commissioning agent is still working with the contractor and architect to wrap up the final items. Carrier and Harris Integrated Solutions are working to resolve HVAC communication control issues before the final sign-off. The SCO is waiting for the programming of the backup generator for battle mode before the project closeout.
 - **Workforce Education Training Center** – Mr. Lanning presented design drawings of the Workforce and Industry Training Center. He noted that a meeting is scheduled for February 23. Pending special construction delegation approval, HCC expects the project to be bid out in the spring.
 - **Trail Project** – Mr. Lanning stated that his department is working with Pisgah Map Company to design our physical trail map. He expects to have the trail built by the end of March, and the trail signage should be completed and installed by late spring, pending lead times.
 - **EV Charging Stations** – HCC has been approached by Duke Power to install an EV Charging Station at the West Waynesville location as part of the Park and Plug program. Mr. Lanning provided a detailed summary. The Board briefly discussed.

- **Financial Updates**
 - **State and County Budget Reports for the Period Ending December 31, 2022** – Mrs. Denney provided a summary of the State and County Budget Reports for the period ending December 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 14-15 of today's packet.
 - **Special Funds Budget Report** – Mrs. Denney provided a detailed summary of the Special Funds Budget Report for the period ending December 31, 2022. A brief discussion ensued regarding live project accounts. The Special Funds Budget Report is located on electronic pages 16-19 of today's packet.
 - **Auxiliary Budget Report** – Mrs. Denney provided a detailed summary of the Auxiliary Budget Report for the period ending December 31, 2022. The Board briefly discussed.
 - **County Budget Request** – Mrs. Denney noted that a draft of the County Budget Request would be brought forward to the Board at the March Board Meeting and presented to the Haywood County Board of Commissioners on April 17.
- Dr. White reported that the IT Director position had been posted. In the interim, Mr. Jeff Carpenter will assume the responsibilities as interim.

Report by Chair of the Board of Trustees – Lynn Milner

- **Naming Request from Haywood Healthcare Foundation** – Chair Milner presented the request for a naming opportunity along with Policy 2.2.4-Naming Buildings and Programs. Per Policy 2.2.4, Chair Milner appointed the Naming and Recognition Committee. Members of the Committee are Danny Wingate-Chairman, Liz Ferguson, Carol Larsen, Shelley White, Wendy Hines, and Brek Lanning. The Committee will meet before the March Meeting and bring forward a recommendation.
- **Virtual Platform Change to TEAMS for March Board Meeting** – Dr. White summarized HCC's plans to transition to a TEAMS platform for the virtual option of Board Meetings. She offered dates and times for Trustees to log into a "Test" Session.
- **Announcements** – Chair Milner called the Board's attention to several important dates provided at the end of the Agenda.

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 4:09 p.m. for the reasons stated above. Trustee McDowell motioned to go into Closed Session for the reasons stated above. Trustee Porto seconded the motion. All were in favor. The motion was duly passed.

The Board returned to Open Session at 4:46 p.m.

Chair Milner entertained a motion to approve the Closed Session Minutes for November 1, 2022, and December 13, 2022, as amended. Trustee Larsen motioned to approve the Closed Session

Minutes for November 1, 2022, and December 13, 2022, as amended. Trustee Turner 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 Davis motioned to adjourn the meeting at 4:47 p.m. The motion was seconded by Trustee Wingate. All were in favor. The motion was duly passed. The Board Meeting adjourned at 4:47 p.m.

Respectfully Submitted

Tammy R. Goodson

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

Documents Included in the Packet

February 7, 2022 BOT Agenda

December 13, 2022, Board Minutes

NC Ethics Statement

SGA Report

New Employee Report

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

Special Funds Budget Report for the period ending December 31, 2022

Auxiliary Funds Budget Report for the period ending December 31, 2022

Policy 2.2.4-Naming Buildings and Programs

Haywood Healthcare Foundation Letter