



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

The Haywood Community College Board of Trustees held a meeting on Tuesday, March 7, 2023, at 3:08 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: Lee Davis, Liz Ferguson, Tammy McDowell, Lynn Milner, Tom Olliff, Deborah Porto, Kaleb Rathbone, Rhonda Schandavel, Paul Turner, Danny Wingate, Ezra Messer

STAFF: Dr. Shelley White, Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Hylah Birenbaum, Justin Stocker, Matt Hoyle

Board Attorney: Pat Smathers

Call to Order, Ethics – Chair Milner called the meeting to order at 3:08 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 and Dr. White provided opening remarks regarding the surprising impending closure of Evergreen Papermill and the effects it has on our community and county. A “Rapid Response Team” has been formed to aid the mill’s 1100+ employees.

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

Board Minutes Approval - Chair Milner entertained a motion to approve the February 7, 2023, Board Minutes. Trustee Porto motioned to approve the February 7, 2023, Board Minutes as presented. Trustee Turner seconded the motion. All were in favor. The motion was duly passed. The February 7, 2023, Board Minutes are on electronic pages 3-6 of today's packet.

SGA Report – SGA President Ezra Messer presented highlights from the report. SGA students and staff participated in Random Acts of Kindness Week, HCC night at Tube World, and Clyde’s Birthday Bash.

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

○ **Informational Reports** –

- Dr. White stated that a landing page would be created on our Website for a community resource in light of Evergreen’s impending closure.
- **Organizational Structure Update** – Dr. White informed the Board of recent organizational changes. Dr. Michael Coleman, VP of Student Services, has transitioned to VP of Student Services and Chief Information Officer (CIO); Jeff Carpenter assumes the Assistant Director of IT role, and the position of Server Administrator is currently posted.
- HCC hosted Senator Kevin Corbin on February 10. The Senator toured the Health Sciences Education Building and the Hickory Building.
- The NCACCT Conference, Legislative Day, and Reception are March 28 – 31. Dr. White and several Trustees are attending.
- Haywood County Schools and HCC held the annual HEC and CCP Steering Committee Meeting on February 20.
- Dr. White and Dr. Trevor Putnam participated in the joint convening of the Community College President’s and Superintendent’s meeting in Greensboro last week.
- **Community Survey Update** – The marketing scan is well underway, and groups for interviews are being identified.
- **New Employee Report** – Dr. White called the Board's attention to the New Employee Report noting several part-time employees. The New Employee Report is on electronic 12 page of today's packet.
- **Employee Vacancy Report** – Dr. White provided a detailed summary of the Employee Vacancy Report. She noted that the report is required to be reported bi-annually. The Employee Vacancy Report is on electronic page 13 of today’s packet.
- **Grants Report** – Mr. Onder provided a detailed Grants report for 2022-2023. The report included a breakdown of the applications submitted, amounts requested and amounts funded, and the total awarded for 2019-2023.
- **IT Update** – Dr. Coleman reported that:
 - as required by the Department of Education, we are upgrading/updating our cyber security. The upgrade/update will take place in the next couple of weeks.
 - HCC will implement multi-factor authentication training for Faculty and staff.
 - New Software is coming up – Destiny One, Team IA, and Workflows.
 - the Belk Endowment selected HCC and two other Community Colleges to receive \$25,000 to participate in the “ Timely MD pilot program.” Timely MD will cover medical and mental health counseling for all students and full-time and part-time employees. The pilot program will be for one year and will be an excellent retention and recruitment tool.
 - A cross-departmental group of HCC employees will attend a tabletop Cyber-Security training at Blue Ridge Community College next week.

Report by Committee on Finance – Deborah Porto

- **State and County Budget Reports for the Period Ending January 31, 2023** – Mrs. Denney provided a summary of the State and County Budget Reports for the period ending January 31, 2023. 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 on electronic pages 19-20 of today's packet.
- **FY 2022-2023 County Budget Request Draft** – Mr. Lanning presented the proposed County Budget Request in detail. The Budget request included the following:
 - Current Operating Expenses
 - Salaries/Fringe Benefits
 - Other Costs (Materials, Supplies, Service Agreements, Fuel, Legal)
 - Contracted Services (Custodial Contract, HCSO Contract)
 - Utilities
 - Insurance
 - Capital Outlay Request
 - Maintenance & Grounds Equipment
 - IT Staff Equipment
 - Campus Development Minor Projects

The board discussed this at length.

Report by Naming and Recognition Committee – Danny Wingate

Naming Committee Chair Wingate provided a summary of the committee's recent meeting. Committee Chair Wingate brought forward a motion from the committee for naming the new Health Sciences Education Building (Juniper Building) after Phyllis Prevost on behalf of the Haywood Healthcare Foundation and their generous donation toward the facility's construction. Coming from Committee does not require a second. All were in favor. The motion was duly passed.

Report by Chair of the Board of Trustees – Lynn Milner

- **Nominating Committee Appointment** - As stated in HCC By-Laws, Article II-Officers, and Their Duties, Section 1(b), Chair Milner appointed the Nominating Committee for FY 2023-2024 Slate of Officers. The Committee will consist of; Lee Davis-Committee Chair, Gorham Bradley, Rhonda Schandavel, and Danny Wingate.
- **Personel and By-Laws Committee Upcoming Activity** – Committee Chair Davis noted the upcoming President's Evaluation. A timeline will be developed by HR Director Sara Phillips, who will work closely with the committee to complete the evaluation process.
- **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 4:30 p.m. for the above reasons. Trustee Turner motioned to go into Closed Session for the reasons stated above. Trustee Olliff seconded the motion. All were in favor. The motion was duly passed.

The Board returned to Open Session at 4:42 p.m.

Having no further business, Chair Milner entertained a motion to adjourn the meeting. Trustee Ferguson motioned to adjourn the meeting at 4:43 p.m. The motion was seconded by Trustee Schandavel. All were in favor. The motion was duly passed. The Board Meeting adjourned at 4:43 p.m.

Respectfully Submitted

Tammy R. Goodson

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

Documents Included in the Packet

March 7, 2022 BOT Agenda

February 7, 2023, Board Minutes

NC Ethics Statement

SGA Report

New Employee Report

Employee Vacancy Report

State and County Funds Budget Reports for the period ending January 31, 2023

Policy 2.2.4-Naming Buildings and Programs

Haywood Healthcare Foundation Letter