



**Haywood Community College
Board of Trustees
Board Meeting
April 4, 2023**

The Haywood Community College Board of Trustees held a meeting on Tuesday, April 4, 2023, at p.m. in the Hemlock Building Board Room (room 1509) 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, Kaleb Rathbone, Rhonda Schandavel, Paul Turner, Danny Wingate

STAFF: Dr. Shelley White, Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Calab Tate, Hylah Birenbaum

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 April 4, 2023, Agenda and entertained a motion to approve the Agenda as presented. Trustee Turner motioned to approve the April 4, 2023, agenda as presented. Trustee Olliff seconded the motion. All were in favor. The motion was duly passed. The April 4, 2023, Board Agenda is on electronic page 1 of today's packet.

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

SGA Report – Dr. Michael Coleman presented highlights from the report. SGA students and staff participated in movie day on March 9-10, PI Day on March 14, and will enjoy food and games on April 6 - Field Day.

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

- **Informational Reports** –
 - **The NCACCT Conference, Legislative Day, and Reception - March 28 – 31** - Dr. White, Chair Milner, Trustee Schandavel, Trustee Larsen, and Trustee Davis attended the recent NCACCT Conference, Legislative Day, and Reception in Raleigh. All provided remarks regarding the conference.
 - **Status & Response to Mill Closure** – Dr. White provided an update on the events, meetings, and resources to aid the Mill Workers and their families. The Board commended Dr. White and the staff for their quick response and measures taken to help and assist the employees of the Mill. Doug Burchfield provided an update on options and upcoming events for the Mill employees. The Board discussed this at length.
 - **State Budget** – Dr. White summarized the latest rendition of the State Budget.
- **New Employee Introductions** – Sara Phillips, Director of Human Resources, introduced two new employees. The employees included Travis Bumgardner-Graphic Designer/Marketing Associate, and Shawn Haynes-Public Safety Training Facility Coordinator. Both provided a summary of their background.
- **New Employee Report** – Dr. White called the Board's attention to the New Employee Report noting two new full-time employees and several part-time employees. The New Employee Report is on electronic page 12 of today's packet.
- **Policy Update – Policy 5.3.2 – Student Code of Conduct – First Reading** – Dr. White summarized the updated language regarding cheating related to new artificial intelligence technology. The language changed resides in Section I-Academic-Related violation, “B”-Cheating. The Board discussed. A formal vote will take place at the May meeting.
- **Tech Fees Increase** – Dr. Coleman provided a detailed summary of the request to increase our current Tech Fee from \$32 to \$48. The information provided included rationale, NCCCS Administrative Code guidelines, and a comparison of surrounding Community Colleges. Following discussion, Chair Milner entertained a motion to approve the proposed Tech Fee increase as presented. Trustee Turner made the motion to approve the Tech Fee increase as presented. Trustee McDowell seconded the motion. All were in favor. The motion was duly passed. The Tech Fee Report is located on electronic pages 17-19.
- **State and County Budget Reports for the Period Ending February 28, 2023** – Dr. White 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 21-22 of today's packet.
- **FY 2022-2023 County Budget Request Draft** – Dr. White briefly summarized the proposed County Budget Request. She noted that the proposed request had remained the same from last months review. However, a potential change would result after the Governor, House, and Senate approve a final budget. Following discussion, the Committee on Finance motioned to approve the FY 2022-2023 County Budget as presented and take it forward to the Haywood County Board of Commissioners for consideration and approval. Coming from Committee does not require a second. All were in favor. The motion was duly passed.

Report by the Personnel and By-Laws Committee – Lee Davis

- Personnel and By-Laws Committee Chair instructed the Board on completing the President’s Evaluation. Trustees were provided with a packet including the evaluation instrument, Administrative Code, President’s evaluation timeline, and President’s narrative.

Report by Chair of the Board of Trustees – Lynn Milner

- **BOT Self-Evaluation** – Chair Milner instructed the Board on the importance of completing the BOT Self-Evaluation. The BOT Self-Evaluation packet was distributed to Trustees, including the evaluation instructions and the Self-Evaluation instrument.
- Chair Milner called the Board’s attention to several announcements at the agenda’s bottom.

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 4:12 p.m. for the above reasons. Trustee Turner motioned to go into Closed Session for the above reasons at 4:12 p.m. Trustee McDowell seconded the motion. All were in favor. The motion was duly passed.

The Board returned to Open Session at 4:41 p.m.

Chair Milner entertained a motion to approve the Closed Session Minutes for February 7, 2023. Trustee Olliff motioned to approve the February 7, 2023, Closed Session Minutes. Trustee McDowell seconded the motion. All were in favor. The motion was duly passed.

Chair Milner entertained a motion to approve the Closed Session Minutes for March 7, 2023. Trustee Olliff motioned to approve the March 7, 2023, Closed Session Minutes. 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 Wintate motioned to adjourn the meeting at 4:45 p.m. Trustee Olliff seconded the motion. All were in favor. The motion was duly passed. The Board Meeting adjourned at 4:45 p.m.

Respectfully Submitted

Tammy R. Goodson

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

Documents Included in the Packet

- April 4, 2023 BOT Agenda
- March 7, 2023, Board Minutes
- NC Ethics Statement
- SGA Report
- President’s Contract Report
- New Employee Report
- Policy 5.3.2-Student Code of Conduct
- Tech Fees Report
- State and County Budget Reports for the Period Ending February 28, 2023