



**Haywood Community College  
Board of Trustees  
Board Meeting  
May 2, 2023**

The Haywood Community College Board of Trustees held a meeting on Tuesday, May 2, 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:** Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Hylah Birenbaum, Susan Roberts, Matt Heimburg, Jeremy Phillips, Chris Bond

**GUESTS:** Brandi Adcock, Harry Weisbecker, Emiley Trogdon, Lisa Beth Crouch

**Board Attorney:** Pat Smathers

**SGA President:** Ezra Messer

**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 May 2, 2023, Agenda and entertained a motion to approve the Agenda as presented. Trustee Turner motioned to approve the May 2, 2023, agenda as presented. Trustee McDowell seconded the motion. All were in favor. The motion was duly passed. The May 2, 2023, Board Agenda is on electronic pages 1-2 of today's packet.

**Board Minutes Approval** - Chair Milner entertained a motion to approve the April 4, 2023, Board Minutes. Trustee Olliff motioned to approve the April 4, 2023, Board Minutes as presented. Trustee Porto seconded the motion. All were in favor. The motion was duly passed. The April 4, 2023, Board Minutes are on electronic pages 4-6 of today's packet.

**SGA Report –** SGA President Ezra Messer presented highlights from the report. SGA students and staff participated in Field Day activities on April 6 and Grad Day activities on April 19. All enjoyed food, fun, and swag. Ezra conveyed that he has appreciated his time serving on the Board this year. Chair Milner and the Board thanked him for his service and congratulated him on his upcoming graduation.

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

- **Informational Reports –**
  - **Study Abroad Trip –** Dr. White introduced the group, and Chris Bond, Jeremy Phillips, and students Emiley Trogdon and Lisa Beth Crouch summarized their experiences during the Study Abroad Trip to Mexico City and San Cristobal De Las Casas. The group visited pyramids, Sumidero Canon, museums, churches, and villages during the trip.
  - **Awards**
    - **Excellence in Teaching – Susan Roberts -** Master Teacher is a faculty member's highest honor. To receive the award, the nominating committee must nominate and select faculty based on stringent criteria. The 2022 Master Teacher is Susan Roberts. Mrs. Roberts has taught for HCC for more than 18 years.
    - **Dallas Herring – Brandi Adcock -** The Dallas Herring Achievement Award was established by the NC Community College System to honor the late Dr. Dallas Herring. His philosophy of “taking people where they are and carrying them as far as they can go” is the guiding principle of our College system. Each Community College selects one recipient of the Dallas Herring Achievement Award, who will compete at the State level, where one winner will be chosen. HCC's Dallas Herring Achievement Award recipient is Brandi Adcock. Ms. Adcock will graduate with an Associate in Applied Science Degree in Professional Crafts Fiber. She has been accepted to James Madison University in Virginia in their Bachelor of Fine Arts program.
    - **Robert W. Scott – Ezra Messer -** The Governor Robert W. Scott Student Leadership Award is a way to recognize student leadership on a statewide level while also honoring former Governor Bob Scott. HCC's 2022-2023 Robert W. Scott Student Leadership Award recipient is Ezra Messer. Mr. Messer graduates next week with an Associate in Applied Science degree in Forest Management Technology. He plans to enter the workforce before pursuing a Bachelor's degree.
    - **Academic Excellence – Harry Weisbecker -** The Academic Excellence Award is an award that is presented to students in honor of their outstanding academic achievement. Each Community College selects one student to receive the award. HCC's 2022-2023 Academic Excellence Award recipient is Harry Weisbecker. Mr. Weisbecker has been accepted to NC State University to pursue his bachelor's degree.
  - **New Employee Report –** Dr. White called the Board's attention to the New Employee Report noting one new full-time employee and several part-time employees. The New Employee Report is on electronic page 13 of today's packet.
  - **Campus Safety & Security Discussion –** Mr. Lanning and Mrs. Denney provided a handout and a detailed summary of the handout provided. Discussion ensued regarding the need for a campus police department. Following a lengthy discussion, trustees

affirmed their support for further investigation into the cost and logistics of a campus police department.

- **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. Chair Milner entertained a motion to approve Policy 5.3.2 – Student Code of Conduct as presented. Trustee Olliff motioned to approve Policy 5.3.2 - Student Code of Conduct as presented. Trustee Rathbone seconded the motion. All were in favor. The motion was duly passed. Policy 5.3.2 – Student Code of Conduct is on electronic pages 14-17 of today’s packet.
- **Policy 2.1.7 & Policy 3.4.4 – Alcohol and Drugs on Campus** – Dr. White provided a summary and requested the Board consider clarification of the policy language regarding the use of alcohol on campus. She noted that the current policy allows alcohol in limited circumstances, although it is unclear. Dr. White pointed out that an accompanying procedure is in development to outline specifics for alcohol usage for events, fundraisers, and/or outside groups. The Board discussed this at length. A formal vote will take place at the upcoming June 6 Board meeting. Policies 2.1.7 and Policy 3.4.4 – Alcohol and Drugs on Campus is on electronic pages 20-24 of today’s packet.

The Board took a break at 4:35 p.m.

The Board returned from a break at 4:43 p.m.

#### **Report by the Committee Finance – Deborah Porto**

- **State & County Budget Updates for the Period Ending March 31, 2023** – Mrs. Denney noted that expenditures are in line with this time last year. The State and County Budget Reports for the period ending March 31, 2023, are on electronic pages 25-26 of today’s packet.
- **Special Funds Budget Report for the Period Ending March 31, 2023** – Mrs. Denney noted that expenditures align with this time last year. The Special Funds Budget Report is on electronic pages 27-31 of today’s packet.
- **Accounts Receivable Write-Offs FY 2019-2020** - Mrs. Denney outlined the process to write off students’ accounts receivable and summarized the FY 2019-2020 write-offs. Following discussion, Committee Chair Porto brought forward a motion to approve the Write-Offs for accounts receivable for FY 2019-2020 in the amount of \$63,738.50 deemed uncollectible as of April 14, 2023. Coming from the committee does not require a second. All were in favor. The motion was duly passed. The Accounts Receivable Write-Offs for FY 2019-2020 are on electronic page 32 of today’s packet.

#### **Report by the Committee on Building and Grounds – Danny Wingate**

- **Workforce & Industry 3-1 Form Amendment** - Mr. Lanning provided an update on the funding and the next steps. He noted that everything in phase one of the project would get us to where we need to be to complete the requirements of the Golden LEAF Grant. The Board further discussed phase two of the project. Dr. White stated that HCC had requested funding through our local legislators. The additional funding would enable us to proceed with the other project phases. He provided a detailed summary of the proposed amended 3-1 form. The form includes the project type and the proposed amendment's reason. The amendment is needed to omit the building renovation from this portion of the project. Due to funding, the project will need to be completed in phases. Committee

Chairman Wingate brought forward a Committee on Building and Grounds motion to approve the NCCCS amended Form 3-1 for the Workforce & Industry Training Center project. Coming from the committee does not require a second. All were in favor. The motion was duly passed. The proposed NCCCS 3-1 Form is on electronic pages 34-38 of today's packet.

### **Report by the Nominating Committee – Lee Davis**

**Interim Slate of Officers** – Committee Chairman Davis presented the Interim Slate of Officers that would serve from June 30, 2023, through July 31, 2023, and would be voted on again at the August 1, 2023, Meeting to serve as the FY 2023-2024 Officers are BOT Chair – Lynn Milner, BOT Vice-Chairman Kaleb Rathbone, BOT Secretary – Dr. Shelley White, BOT Recording Secretary/Ethics Liaison – Tammy Goodson.

### **Report by Chair of the Board of Trustees – Lynn Milner**

- **Ratify New Foundation Board Members** – BOT Chair Milner presented the new Foundation Board Members for ratification. Trustee Olliff motioned to ratify the list of new Foundation Board Members as presented. Trustee McDowell seconded the motion. All were in favor. The motion was duly passed. The new Foundation Board Members list is on electronic page 40 of today's packet.
- **Reminder of Board and President's Evaluation Completion - Personnel and ByLaws** Committee Chairman Davis also reminded Trustees to submit their President's and BOT Self-Evaluation today if they have not already done so.
- 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 5:07 p.m. for the above reasons. Trustee Rathbone motioned to go into Closed Session for the above reasons at 5:07 p.m. Trustee Davis seconded the motion. All were in favor. The motion was duly passed.

The Board returned to Open Session at 5:11 p.m.

Having no further business, Chair Milner entertained a motion to adjourn the meeting. Trustee Turner motioned to adjourn the meeting at 5:11 p.m. Trustee Porto seconded the motion. All were in favor. The motion was duly passed. The Board Meeting adjourned at 5:11 p.m.

Respectfully Submitted

*Tammy R. Goodson*

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

### **Documents Included in the Packet**

May 2, 2023 BOT Agenda

April 4, 2023, Board Minutes  
NC Ethics Statement  
SGA Report  
New Employee Report  
Policy 5.3.2-Student Code of Conduct  
Policy 2.1.7 & 3.4.4 Alcohol and Drugs on Campus  
State and County Budget Reports for the Period Ending March 31, 2023  
Special Funds Budget Report for the Period Ending March 31, 2023  
Accounts Receivable Write-Offs FY 2019-2020  
Workforce & Industry 3-1 Form  
Foundation list of New Board Members for Ratification