



**Haywood Community College  
Board of Trustees  
Board Meeting  
August 1, 2023**

The Haywood Community College Board of Trustees held a meeting on Tuesday, August 1, 2023, at 3:03 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, 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, Hylah Birenbaum, Justin Stocker, Matt Hoyle

**Attorney:** Pat Smathers

**Call to Order, Ethics** – Vice-Chair Rathbone called the meeting to order at 3:03 p.m. and welcomed everyone. Vice-Chair Rathbone requested a roll call, determined that a quorum was present, and followed with a moment of silence.

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

**Swearing-In Ceremony** - Haywood County Clerk of Court, Hunter Plemmons, administered the Oath of Office for the re-appointed Trustees of Haywood Community College. The Oath of Office was administered for Trustee Gorham Bradley, re-appointed by the Governor, Trustee Kaleb Rathbone, re-appointed by the Haywood County Board of Education, and Trustee Danny Wingate, re-appointed by the Haywood County Board of Commissioners.

**Report by Nominating Committee – Lee Davis** - Nominating Committee Chair Davis presented the slate of officers for the FY 2023-2024. The slate of officers for the FY 2023-2024 are; Lynn Milner – Chair, Kaleb Rathbone – Vice-Chair; Dr. Shelley White – Secretary; and Tammy Goodson – Recording Secretary. He noted that no other nominations had been received. Coming from the committee does not require a second. All were in favor. The motion was duly passed. The FY 2023-2024 Slate of Officers is on electronic page 3 of today’s packet.

**Board Minutes Approval** - Vice Chair Rathbone entertained a motion to approve the June 6, 2023, Board Minutes. Trustee Olliff motioned to approve the June 6, 2023, Board Minutes as presented. Trustee Turner seconded the motion. All were in favor. The motion was duly passed. The June 6, 2023, Board Minutes are on electronic pages 5-8 of today's packet.

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

- **Informational Reports** –

- **College Updates** – Dr. White provided updates on events of the last month which included;

- **Marketing** – a joint marketing effort kicked off on July 31 with five community college partners in the West. The JM Belk Endowment provided the initial funding.

- HCC’s Paramedic Technician program held its graduation ceremony on July 31 with seven graduates. The 13-month program includes over 1200 hours of training. A new cohort begins next week with 22 students enrolled.

- **CDL Truck Driver graduation** will be held on August 16 at the Regional High Tech Center at 1 p.m. Representatives from Caldwell Community College & Technical Institute, the NC Secretary of Commerce Office, and the Department of Labor will be present.

- HCC is one of three colleges selected to participate in a pilot program to explore Virtual Reality capabilities for healthcare instruction. Dr. White, Dr. Hines, and Dr. Putnam participated in the Virtual Reality in Healthcare-Proof of Concept Initiative meeting on July 24.

- HCC was approved for student-issued IDs to be used as Voter Identification in NC.

- **Legislative** – The General Assembly continues to debate the budget and other issues. The budget is anticipated to pass in late August. The news today is that mini-budgets may be considered to pass the budget in pieces

- HCC is looking ahead to host legislators in the off-season

- **Foundation** – Dr. White stated that the Foundation has a new Board Member – Tyler Trantham. She provided a summary of his background.

- The Waynesville Rotary is hosting a Poor Man’s Supper fundraiser in September. The proceeds will go to benefit HCC's Haywood Strong Scholarship.

- Dr. White is presenting at the NC Chamber Education & Workforce Conference next week in Raleigh with Lori Fox, Haywood Early College Principal, and Lily Seymour, Haywood Early College student.

- HCC is one of five colleges selected to participate in Cohort 4 of the NC Reconnect Initiative for Adult Learners during the 2023-20234 Academic Year.

- Dr. White provided enrollment stats for Mill Employees noting that Curriculum-13, Continuing Ed-72, and Haywood Strong Scholarships received 32 applications and awarded \$17,112.25.
- **New Employee Introductions** - Sara Phillips, Director of Human Resources, introduced four new employees. The employees included Jeff Haynes – Director of Public Safety, Jackie Mauer – Accounting and Purchasing, Marty Inman – Coordinator of Workforce and Development; and Ethan Hall – Coordinator of Student Life. All provided a summary of their background.
- **New Employee Report** – Dr. White called the Board's attention to the New Employee Report noting four new full-time employees and numerous part-time employees. The New Employee Report is on electronic pages 9-10 of today's packet.
- **Report of Vacancies** – Sara presented the Report of Vacancies and provided a summary. The Board briefly discussed. The Report of Vacancies is on electronic page 11 of today's packet.
- **Temporary Parental Leave Policy** – Dr. White asked Mrs. Phillips, Director of Human Resources, to provide a summary of the Temporary Parental Leave Policy. Mrs. Phillips noted that Campbell Shatley had provided the language for the policy, and is in accordance with NC Session Law 2023-14. The temporary policy is effective retroactively from July 1, 2023, and remains in place until the State Board of Community Colleges adopts a formal policy. Following discussion, Vice Chair Rathbone entertained a motion to approve the Temporary Parental Leave Policy as presented. Trustee Porto motioned to approve the Temporary Parental Leave Policy as presented. Trustee Schandavel seconded the motion. All were in favor. The motion was duly passed.

The Board took a break at 4:14 p.m.

The Board returned from a break at 4:22 p.m.

- **State and County Budget Reports for the Period Ending June 30, 2023** – Dr. White called the Board's attention to the State and County Budget Reports and asked Mrs. Denney to provide a summary. Mrs. Denney provided an overview of the State and County Budget Reports noting that the percent expended is in line with last year. The State and County Budget Reports for the Period Ending June 30, 2023, are on electronic pages 17-18 of today's packet.
- **Special Funds Budget Report for Quarter ending June 30, 2023** – Mrs. Denney provided a summary of the Special Funds Budget Report for the Quarter ending June 30, 2023, noting that expenditures align with last year. The Board briefly discussed this. The Special Funds Budget Report for the Quarter ending June 30, 2023, is on electronic pages 19-22 of today's packet.
- **Facilities Update** – Mr. Lanning reported on the progress of the Workforce and Industry Training Facility. He noted that The Committee on Buildings and Grounds had met before the Board meeting to discuss the next steps for the project, bids received, and the project budget. Mr. Lanning noted that after discussing several scenarios, the Committee agreed to wait for word from the State and Federal levels on additional funding. Mr. Lanning also summarized work that had been completed over the Summer.
- Dr. White noted that **Fall Convocation** will be held on Thursday, August 10, from 8 a.m. – Noon with Dr. Bob Shackelford as our keynote speaker and followed by lunch at the JM West Lumberjack Facility.

**Report by Vice-Chair of the Board of Trustees – Kaleb Rathbone**

- **FY 2023-2024 BOT Meeting Calendar** – Vice Chair Rathbone called the Board’s attention to the FY 2023-2024 BOT Meeting Calendar. The FY 2023-2024 BOT Meeting Calendar is on electronic page 23 of today’s packet.
- **FY 2023-2024 BOT Committee Assignments** – Vice Chair Rathbone called the Board’s attention to the FY 2023-2024 BOT Committee Assignments distributed to Trustees.
- Vice Chair Rathbone reminded Trustees of the upcoming NCACCT Leadership Conference in Wilmington. Three Trustees, Chair Milner, and Dr. White, will be attending.
- Trustee Olliff asked how Community Colleges are fairing regarding the budget. Dr. White reported that she feels Community Colleges will experience the same salary increases as state employees. The Board discussed.
- Vice Chair Rathbone 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

Vice Chair Rathbone entertained a motion to go into Closed Session at 4:36 p.m. for the above reasons. Trustee Turner motioned to go into Closed Session for the above reasons at 4:36 p.m. Trustee Schandavel seconded the motion. All were in favor. The motion was duly passed.

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

Having no further business, Vice Chair Rathbone adjourned the meeting at 4:46 p.m.

Respectfully Submitted

*Tammy R. Goodson*

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

**Documents Included in the Packet**

- August 1, 2023 BOT Agenda
- June 6, 2023, Board Minutes
- NC Ethics Statement
- New Employee Report
- Employee Vacancy Report
- Temporary Policy Parental Leave
- State and County Budget Reports for the Period Ending June 30, 2023
- Special Funds Quarterly Budget Reports for the Quarter Ending June 30, 2023
- FY 2023-2024 BOT Meeting Calendar