



**Haywood Community College
Board of Trustees
Board Meeting
September 5, 2023**

The Haywood Community College Board of Trustees held a meeting on Tuesday, September 5, 2023, at 3:00 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, Carol Larsen, Tammy McDowell, Lynn Milner, Tom Olliff, Deborah Porto, Kaleb Rathbone, Rhonda Schandavel, Paul Turner, Danny Wingate

STAFF: Dr. Shelley White, Wendy Hines, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Hylah Birenbaum, Calab Tate, Justin Stocker, Matt Hoyle, Kelly Howard, Joy Kusek, Angela Bubash, Nick Cerda, Mike Clark, Josh Piercy

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 September 5, 2023, Agenda and entertained a motion to approve the Agenda as presented. Trustee Porto motioned to approve the September 5, 2023, agenda as presented. Trustee Turner seconded the motion. All were in favor. The motion was duly passed. The September 5, 2023, Board Agenda is on electronic page 1 of today's packet.

Board Minutes Approval - Chair Milner entertained a motion to approve the August 1, 2023, Board Minutes. Trustee Olliff motioned to approve the August 1, 2023, Board Minutes as presented. Trustee McDowell seconded the motion. All were in favor. The motion was duly passed. The August 1, 2023, Board Minutes are on electronic pages 3-6 of today's packet.

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

- **Informational Reports** –
 - **New Employee Introductions** - Sara Phillips, Director of Human Resources, introduced six new employees. The employees included: Joy Kusek-Nursing Instructor, Nick Cerda-Recruiter & Success Coach, Josh Piercy-Coordinator of

Law Enforcement Programs, Michael Clark-Fire Services Coordinator, Angela Bubash-Metal Smithing and Jewelry Instructor, Kelly Howard-Accounting Instructor. All provided a summary of their background.

- **New Employee Report** – Dr. White called the Board's attention to the New Employee Report, noting eight new full-time employees and numerous part-time employees. The New Employee Report is on electronic pages 7-8 of today's packet.
- **Marketing** – a joint marketing effort kicked off on July 31 with five community college partners in the West. The JM Belk Endowment provided the a match for the initial funding. Mrs. Harris provided an update on the LearnEarn Campaign and provided overall results for the campaign.
- Dr. White informed the Board of recent promotions across campus. She stated that Dr. Wendy Hines will assume the role of Executive Vice President of Instruction and Student Services, and Tracy Rapp will assume the Dean of Student Services role.
- **Enrollment** – Dr. White provided a detailed Summer and Fall enrollment report. The report included outlines of Curriculum Enrollment and applications for Summer, Fall, Spring, FTE Point in Time, Curriculum Instrucitonal Activity FTE as compared to the State, State-wide FTE Percent Change from 19/20 to 22/23, State-wide Actual FTE Change from 19/20 to 22-23, Enrollment by Minority, Enrollment by Minority Male, Enrollment Demographic, Enrollment by Gender, Continuing Education Enrollment FTE, Continuing Education, and Basic Skills Instructional Activity FTE, Continuing Education FTE Percent Change from 19/20 to 22/23, Continuing State-wide Actual FTE Change from 19/20 to 22/23, Continuing Education Enrollment by Age Gender, Employment Status at Entry, and County of Residence. The Board discussed this at length. The Enrollment Report is on electronic pages 9-27 of today's packet.
- **Policy 3.3.3- Employee Code of Conduct** – Dr. White noted that changes proposed to Policy 3.3.3 will reflect the changes approved in Policy 2.1.7- Alcohol and Drug Use on Campus. As this is a first reading, the policy will come before the Board for a formal vote at the October Board meeting. The Board briefly discussed. The Policy is on electronic pages 28-31 of today's Packet.
- **Policy Updates** – Dr. White noted that with the recent restructuring, some policies would have the wrong person/title. She requested the Board's approval to update those policies to reflect those changes. By affirmation, the Board approved making the necessary changes without bringing each change before the Board.
- **President's Contract Report** – Dr. White presented the President's Contract Report for the quarter. She reported on the following: Fund Five Agreement, Pitney Bowes Lease Agreement, Land of Sky MOU between HCC and McDowell Tech CC, and the Bear Bound Co-Admission Program. The Report is located on electronic page 32 of today's packet.
- **Facilities Update** – Mr. Lanning reported on the progress of the Workforce and Industry Training Facility. He stated that he had met with the Engineer and Architect at the alternate site (Smathers Property) to determine the feasibility of locating the CDL Training Course there. Mr. Lanning noted that he has communicated with an Army Group out of Charlotte to do the rough grading, which would help us realize significant cost savings. They could potentially begin the grading in eight months. Mr. Lanning anticipates bringing additional information back to the October Board Meeting. He further informed the Board of

other ongoing projects on campus, such as Mill House and Creative Arts Building repairs, and awaiting final closeout documents on the Health Sciences Building.

- **State and County Budget Reports for the Period Ending July 31, 2023** – Dr. White called the Board’s attention to the State and County Budget Reports. Dr. White provided a brief overview of the State and County Budget Reports, noting that the percent expended aligns with last year. The State and County Budget Reports for the Period Ending July 31, 2023, are on electronic pages 33-34 of today’s packet.

Report by Chair of the Board of Trustees – Lynn Milner

- **NCACCT Leadership Conference** – Dr. White, Chair Milner, Trustee Wingate, Trustee Larsen, and Trustee Schandavel attended the NCACCT Leadership Conference held in Wilmington August 30-September 1. Each provided a summary of the conference workshops.
- Chair Milner called the Board’s attention to several announcements at the bottom of the agenda.

Having no further business, Chair Milner entertained a motion to adjourn the meeting at 4:20 p.m. Trustee Turner motioned to adjourn the meeting at 4:20 p.m. Trustee Wingate seconded the motion. All were in favor. The motion was duly passed. The meeting adjourned at 4:20 p.m.

Respectfully Submitted

Tammy R. Goodson

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

Documents Included in the Packet

September 5, 2023 BOT Agenda

August 1, 2023, Board Minutes

NC Ethics Statement

New Employee Report

Policy 3.3.3-Employee Code of Conduct

President’s Contract Report

Enrollment Report

State and County Budget Reports for the Period Ending July 31, 2023