



**Haywood Community College
Board of Trustees
Board Meeting
October 3, 2023**

The Haywood Community College Board of Trustees held a meeting on Tuesday, October 3, 2023, at 3:05 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, Carol Larsen, Tammy McDowell, Lynn Milner, Deborah Porto, Kaleb Rathbone, Rhonda Schandavel, Danny Wingate

STAFF: Dr. Shelley White, Wendy Hines, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Calab Tate, Hylah Birenbaum, Justin Stocker, Matt Hoyle, Ethan Ward, Vicki Ashley, Julianne Bell

SGA President: Gabriella Marquez

College Attorney: Pat Smathers

Guests: Alissa Holmes, Josie Rodriguez, Brionna Dallara

Call to Order, Ethics – Chair Milner called the meeting to order at 3:05 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 October 3, 2023, Agenda and entertained a motion to approve the Agenda as presented. Trustee Porto motioned to approve the October 3, 2023, agenda as presented. Trustee Wingate seconded the motion. All were in favor. The motion was duly passed. The October 3, 2023, Board Agenda is on electronic page 1 of today's packet.

Board Minutes Approval - Chair Milner entertained a motion to approve the September 5, 2023, Board Minutes. Trustee Larsen motioned to approve the September 5, 2023, Board Minutes as presented. Trustee Wingate seconded the motion. All were in favor. The motion was duly passed. The September 5, 2023, Board Minutes are on electronic pages 3-5 of today's packet.

SGA Report – Ethan Hall, Coordinator of Student Life, introduced the 2023-2024 SGA Officers, President Gabriella Marquez, Vice President Allyssa Holmes, and Secretary Josie Rodriquez. Following his summary of each officer's background, Executive Vice President Wendy Hines administered the Oath of Office.

myFutureNC Presentation – Dr. Tracie Metz, Regional Impact Manager-Western Region for myFutureNC, provided details from the Haywood County demographic report. The report includes data/statistics regarding Academic Readiness, College and Career Access, Postsecondary completion, and Labor Market Alignment. The information also provided myFutureNC's vision, mission, goal, and strategic priorities. She shared details of the myFutureNC goal to ensure NC remains economically competitive now and into the future and the goal to meet the state's educational attainment goal to have 2 million North Carolinians ages 25-44 hold an industry-valued credential or postsecondary degree by 2030.

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

○ **Informational Reports** –

- **New Employee Introductions** - Sara Phillips, Director of Human Resources, introduced two new employees. The employees included Vicki Ashley-Director of the Small Business Center and Julianne Bell-NC Career Coach at Tuscola High School. Both 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 page 7 of today's packet.
- **FY-2023-2024 Budget Update** – Dr. White provided a detailed summary of the FY-2023-2024 Budget. The summary noted key areas, including increases for Community College faculty and staff, additional recurring funding for Faculty Recruitment and Retention, increases to the Basic Skills formula funding allocation-recurring, allocation of \$30 million non-recurring over the biennium to assist with nursing and healthcare-related workforce program start-up funds, allocation of \$25 million non-recurring over the biennium for healthcare workforce program expansions, provides over \$12 million for the Longleaf Commitment Community College Grant program, provides over \$14 million non-recurring to finish the Rural College Broadband Initiative to rural colleges, and allocates nearly \$4 million recurring to establish a regional support network for students with intellectual disabilities. Dr. White also noted direct appropriations for HCC for \$3 million in construction funds for the Workforce & Industry Training Center and \$3 million to support the work of the college for the continued impact of the mill closure in our community. One Governance change was noted regarding local appointments of Trustees to Community College Boards, which removes appointing authority away from the Governor's Office and the Board of Education and gives appointing authority to the House and Senate. One accreditation change – not in the budget but passed separately is a new law requiring all colleges and universities in NC, including Community Colleges, to seek a different regional accrediting agency each cycle (typically ten years).
- **Information Security Report** – Justin Stocker provided a detailed summary of the Information Security Report. He noted that the report is prepared per the FTC Safeguards Rule (16 CFR 314) and the Gramm-Leach-Bliley ACT (GLBA). He stated that he believes HCC is well on its way to initial baseline compliance with

the FTC Safeguards Rule and the GLBA as it pertains to our information security program, with areas that need continued financial and management support. HCC has measures in place to have a strong network of security. The Board discussed this at length. The report is on electronic pages 8-18 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 second reading without further discussion, Chair Milner entertained a motion to approve Policy 3.3.3-Employee Code of Conduct as presented. Trustee Davis motioned to approve Policy 3.3.3-Employee Code of Conduct as presented. Trustee Wingate seconded the motion. All were in favor. The motion duly passed. The Policy is on electronic pages 28-31 of today's Packet.
- **Performance Measures Report** – David Onder briefly summarized the Statewide Performance Measures report. He noted that HCC is in the top half of the Statewide Performance. The report provides data on seven categories: Basic Skills, Credit English Success, Credit Math, First Year Progression, Curriculum Student completion Rate, Licensure Passing Rate, and Transfer Performance. Mr. Onder reported that before receiving the Performance Measure report, HCC was already aware of the decline in Credit Math and Credit English and implemented embedded tutors to assist students. The report is on electronic pages 23-25 of today's packet.
- **State and County Budget Reports for the Period Ending August 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 August 31, 2023, are on electronic pages 26-27 of today's packet.

Report by Buildings and Grounds

Committee Chair Wingate provided introductory remarks regarding the Buildings and Grounds meeting and turned the floor over to Brek Lanning.

CDL/Lineman Training Site – Mr. Lanning provided a detailed summary of the Options for the CDL/Lineman Training Site.

- **Option A** – Regional High Tech Center Property – Option A would be reworking the existing and inner parking lot, repaving around all the buildings, and adding driveway connectors. One takeaway from the first CDL class is that instructors must be in the vehicle with students if they are on a state road. Option A would require the student to be on a state road at one portion of the course. Option A is estimated to cost \$3.4-\$3.7 million with an estimated timeline of 300 days. One drawback of Option A is that the RHTC site has multiple uses that must remain functional during CDL/Lineman Training. Dual use could be problematic from a scheduling perspective.
- **Option B1** – Smathers Property – Option B1 has a potential for savings of \$500,000 on the grading. HCC has been in contact with the Army National Guard regarding utilizing our project as a training exercise. Option B1 has an estimated cost of \$2.9 million and an estimated timeline of 460 days. There would be an estimated 50,000 CY of dirt removed, a 330.000X350.00 heavy-duty asphalt pad, a gravel access road tied into the campus road-Wildflower Way, and a covered shed with restrooms. No scheduling conflicts for Option B1. Classroom exercises would be held in the PSTF.

- **Option B2** – Smathers Property - Option B2 has a potential for savings of \$500,000 on the grading. HCC has been in contact with the Army National Guard regarding utilizing our project as a training exercise. Option B1 has an estimated cost of \$ 2.5 million and an estimated timeline of 460 days. There would be an estimated 32,000 CY of dirt removed, a 276.00X354.00 heavy-duty asphalt pad, a gravel access road tying into the campus road-Wildflower Way, and a covered shed with restrooms. No scheduling conflicts for Option B2. Classroom exercises would be held in the PSTF.

Following discussion, Committee Chair Wingate brought forward a motion to approve Option B1 or Option B2 for the CDL/Lineman Training Site, option to be based on the needs of the program in the design phase. Coming from the Committee does not require a second. All were in favor. The motion duly passed.

Facilities Update – Mr. Lanning reported that Fireblast had been on campus and performed their annual maintenance and inspection. Attorney Smathers noted that the college had just received the report. He stated that Dr. White and her staff are reviewing and will proceed as necessary.

Report by Chair of the Board of Trustees – Lynn Milner

- 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 4:55 p.m. Trustee Schandavel motioned to adjourn the meeting at 4:55 p.m. Trustee McDowell seconded the motion. All were in favor. The motion was duly passed. The meeting adjourned at p.m.

Respectfully Submitted

Tammy R. Goodson

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

Documents Included in the Packet

October 3, 2023 BOT Agenda
September 5, 2023, Board Minutes
NC Ethics Statement
New Employee Report
Information Security Report
Policy 3.3.3-Employee Code of Conduct
2023 Performance Measure Report
State and County Budget Reports for the Period Ending August 31, 2023