



**Haywood Community College  
Board of Trustees  
Board Meeting  
December 12, 2023**

The Haywood Community College Board of Trustees held a meeting in person and electronically on Tuesday, December 12, 2023, at 3:30 p.m. in the Hemlock Building Board Room (room 1509). The following people were present in person or electronically:

**TRUSTEES:** Gorham Bradley, Lee Davis, Carol Larsen, Lynn Milner, Tom Olliff, Deborah Porto, Kaleb Rathbone, Rhonda Schandavel, Danny Wingate

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

**SGA President:** Gabriella Marquez

**College Attorney:** Pat Smathers

Live-stream audio for the December 12, 2023, Board Meeting was available on HCC's YouTube Channel.

**Call to Order, Ethics** – Chair Milner called the meeting to order at 3:30 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 December 12, 2023, Agenda and entertained a motion to approve the Agenda as presented. Trustee Wingate motioned to approve the December 12, 2023, agenda as presented. Trustee Olliff seconded the motion. All were in favor. The motion was duly passed. The December 12, 2023, Board Agenda is on electronic page 1 of today's packet.

**Board Minutes Approval** - Chair Milner entertained a motion to approve the November 7, 2023, Board Minutes. Trustee Rathbone motioned to approve the November 7, 2023, Board Minutes as presented. Trustee Schandavel seconded the motion. All were in favor. The motion

was duly passed. The November 7, 2023, Board Minutes are on electronic pages 3-5 of today's packet.

**SGA Report** – Gabriella Marquez, SGA President, presented highlights from the previous months' activities, including Finals Week Charge Up, where 150 students and staff enjoyed Coffee and Donuts. She also noted the upcoming Welcome Back on January 9-10 that will be held in the HCC Library. The SGA Report is on electronic pages 6-9 of today's packet.

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

○ **Informational Reports** –

- **New Employee Report** – Dr. White called the Board's attention to the New Employee Report, noting one new full-time employee and numerous part-time employees. The New Employee Report is on electronic page 10 of today's packet.
- **College Updates** – Dr. White summarized last month's meetings and events.
- **SACSCOC Conference** -Dr. White, Dr. Hines, and David Onder attended the SACSCOC Conference in Florida. HCC is preparing for our fifth-year review. Discussion ensued regarding the HCC's Quality Enhancement Plan and Changes to accreditation in North Carolina.
- **HCC Awarded Grants** – HCC received several grants
  - Dogwood Healthtrust Grant - \$500,000 for the Early Childhood Education Program and the Regional Center for the Advancement of Children.
  - The Winston-Salem Foundation on advice of the Truist Contributions Committee with funds provided by the Truist Charitable Fund. We also received funds from The Community Foundation of Western North Carolina from the Dr. Robert J. & Kimberly S. Reynolds Fund and Janirve Legacy Fund. Both in the amount of \$20,000 to support our Lavender Fund.
  - First Citizens - \$25,000 towards their endowment
- **Title IX Training** – HCC hosted a two-day Title IX Training Conference for over 60 participants in the Juniper Building. Dean Shately of Campbell Shatley Law Firm conducted the training. HCC, Western Piedmont, Isothermal, Blue Ridge, Robeson, Southwestern, and AB Technical Community Colleges participated.
- **Enrollment Trend and Strategic Enrollment Management (SEM) Plan** – Dr. Hines, Michelle Harris, and Tracy Rapp are leading a cross-departmental team to develop a plan aligned with the guidance from the NCCCS. This plan supports HCC's Strategic Plan Goal. HCC is ending the Fall semester flat after drop/add. Spring enrollment is ahead of last year's, with student enrollment up 2.5% and FTE up 4.5% at this point in time.
- **Employee Engagement Survey** – Distributed by Human Resources, the survey was the second year HCC distributed a climate survey. HCC held a series of sessions to share the results with employees and gain further input. The sessions also provided a time for Q&A. More information on the survey will be shared with the Board at a future meeting.
- **Curriculum and Continuing Education Annual Compliance Review** – The NCCCS compliance review was conducted for FY 2022-2023. The audit for the sample of records reviewed the Institution Class Reports (ICR), programs, policies, and procedures for the FY 2022-2023 reporting period. Based on the site review, no findings were identified. Appreciation was given to Dr. Hines and her team for a successful review. The report is on electronic pages 11-12 of today's packet.

- HCC recently received the **2023 Haywood Waterways Volunteer of the Year** award for their Kids in the Creek program. Instructor Andrew Isenhower assisted with the engagement of Faculty and students throughout the year.
- **HCC's President's Contract Report** – The report is on electronic page 13 of today's packet.
  - **DOL-WORC III ARC Project UP – MOU – Mountain Projects Haywood Pathways Center, Villazon Plumbing, and Bolton Construction**– Key objectives are to boost employment levels for economically disadvantaged residents with substance abuse and previously incarcerated; increase work-based learning opportunities in high-demand construction trades with regional workforce, community, and economic development partners.
  - **NC Pre-Kindergarten Program Contract** – The NC Pre-K Program Contract is a contract administered by the NC Department of Health and Human Services, Division of Child Development and Early Education to offer the NC Pre-K Program at/with our Regional Center for the Advancement of Children (RCAC)
  - **HCC & UNCW Transfer MOU** – The MOU is a pathway of guaranteed transfer admission to UNCW for Students completing an AA, AS, AE, AATP, ASTP, or AFA from the NC Community College System.
  - **Nelnet Service Agreement** – The agreement is an addendum to implement, maintain, and conform to using Multi-Factor Authentication (MFA) software and keep dependent software up to date. Nelnet is our Student Payment Plan Software.

**Report by Technology, Education, and Student Affairs (TESA) –**

**Proposed 2023-2024 Curriculum Committee Recommendations** – Dr. Hines presented a detailed summary of the Proposed 2023-2024 Curriculum Committee Recommendations. She noted that no program terminations were made this year. BOT Chair Milner brought forward a motion from the Technology, Education, and Student Affairs (TESA) Committee to approve the proposed 2023-2024 Curriculum Committee Recommendations as presented. Coming from the Committee, no second is required. All were in favor. The motion duly passed. The Proposed 2023-2024 Curriculum Committee Recommendations report is on electronic pages 16-26 of today's packet.

**Proposed Student Fee Chart** – Dr. Hines provided a detailed summary of the proposed Student Fee Chart. She also summarized the increased fees for Automotive Systems Technology for the Tool Kit and Cosmetology's tool kit. BOT Chair Milner brought forward a motion from the TESA Committee to approve the Proposed Student Fee Chart as presented. Coming from the Committee, no second is required. All were in favor. The motion duly passed. The Proposed Student Fee Chart is on electronic pages 16-26 of today's packet.

**2024-2028 Accountability and Integrity Plan** – Dr. Hines provided a detailed summary of the 2024-2028 Accountability and Integrity Plan, highlighting the minor changes. BOT Chair Milner brought forward a motion from the TESA Committee to approve the 2024-2028 Accountability and Integrity Plan as presented. Coming from the Committee does not require a second. All were in favor. The motion duly passed. The 2024-2028 Accountability and Integrity Plan is on electronic pages 28-32 of today's packet.

**Proposed 2024-2025 Academic Term Start and End Dates** – Dr. Hines outlined the start and end dates of the Academic Calendar for the 2024-2025 Academic term. BOT Chair Milner brought forward a motion from the TESA Committee to approve the proposed 2024-2025 Academic Term Start and End Dates. Coming from the Committee does not require a second. All

were in favor. The motion duly passed. The proposed 2024-2025 Academic Term Start and End Dates report is on electronic page 34 of today's packet.

**Report by Committee on Finance –**

**State and County Budget Report for the Period Ending October 31, 2023** – Mrs. Denney provided a brief overview of the State and County Budget Reports for the period ending October 31, 2023. She noted that the expenditures are in line for this time of year. The State and County Budget Reports are on electronic pages 36-37 of today's packet.

**Institutional Final Budget and Consideration of Budget Resolution** – Mrs. Denney presented the FY 2023-2024 Institutional Final Budget for consideration and approval. The Board briefly discussed. The Committee on Finance brought forward a motion to approve the FY 2023-2024 Institutional Budget as presented. Coming from the Committee does not require a second. All were in favor. The motion duly passed. Dr. White provided a summary regarding the revenue changes based on enrollment from 2021-2022 to 2022-2023 academic years. She explained the increased efforts the College has in place to strategically increase enrollment, ease the burden of the shortfall, and minimize the impact of the decrease on students and employees. The Institutional Final Budget is on electronic page 38 of today's packet.

**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. The Board thanked Gabriella for her participation and input in the meetings. Trustee Larsen noted that her participation on the board was valuable. Trustee Davis encouraged members to attend the Chamber's Elected Officials Reception next week.

Having no further business, Chair Milner entertained a motion to adjourn the meeting at 4:27 p.m. Trustee Schandavel motioned to adjourn the meeting at 4:27 p.m. Trustee Rathbone seconded the motion. All were in favor. The motion was duly passed. The meeting adjourned at 4:27 p.m.

Respectfully Submitted

*Tammy R. Goodson*

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

**Documents Included in the Packet**

December 12, 2023 BOT Agenda  
November 7, 2023, Board Minutes  
NC Ethics Statement  
New Employee Report  
SGA Report  
Proposed 2023-2024 Curriculum Committee Recommendations  
Proposed Student Fee Chart  
2024-2028 Accountability and Integrity Plan  
Proposed 2024-2025 Academic Term Start and End Dates  
State and County Budget Reports for the Period Ending October 31, 2023  
Institutional Final Budget for FY 2023-2024