



**Haywood Community College
Board of Trustees
Board Meeting
February 6, 2024**

The Haywood Community College Board of Trustees held a meeting in person and electronically on Tuesday, February 6, 2024, at 3:00 p.m. in the Hemlock Building Board Room (room 1509). 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, Danny Wingate

STAFF: Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Calab Tate, Hylah Birenbaum, Sherry Tabor, Andrew Brewer, Spencer Bolin, Darci Walker, Tyler Moody, Jeff Haynes, Dr. Shelley White, Tammy Goodson, Matt Hoyle, Justin Stocker

SGA President: Gabriella Marquez

College Attorney: Pat Smathers

Live-stream audio for the February 6, 2024, Board Meeting was available on HCC's YouTube Channel.

Call to Order, Ethics – Vice-Chair Rathbone called the meeting to order at 3:00 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 3 of today's packet.

Agenda Approval – Vice-Chair Rathbone presented the February 6, 2024, Agenda and entertained a motion to approve the Agenda as presented. Trustee Wingate motioned to approve the February 6, 2024, agenda as presented. Trustee Porto seconded the motion. All were in favor. The motion was duly passed. The February 6, 2024, Board Agenda is on electronic pages 1-2 of today's packet.

Board Minutes Approval - Vice-Chair Rathbone entertained a motion to approve the December 12, 2023, Board Minutes. Trustee Davis motioned to approve the December 12, 2023, Board Minutes as presented. Trustee Olliff seconded the motion. All were in favor. The motion

was duly passed. The December 12, 2023, Board Minutes are on electronic pages 4-7 of today's packet.

SGA Report – Gabriella Marquez, SGA President, presented highlights from the previous months' activities, including Week of Welcome and the SGA Club Meeting. She also noted the upcoming upcoming events for February.

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

○ **Informational Reports** –

- **New Employee Introductions** – Sara Phillips, Director of Human Resources, introduced new employees and those who received promotions. The employees included Spencer Bolin-Digital Information Specialist; Andrew Brewer-Admissions Officer I; Sherry Tabor-Coordinator of Instructional Support; Darci Walker-Nursing Skills and SIM Lab Coordinator; and Tyler Moody-Grounds Supervisor. All provided a summary of their background.
- **New Employee Report** – Dr. White called the Board's attention to the New Employee Report, noting six new full-time employees and numerous part-time employees. The New Employee Report is on electronic pages 8-9 of today's packet.
- **Report of Vacancies** – Sara Phillips, Director of Human Resources, presented the Report of Vacancies for 2021-2023. The report provided data for the number of retirements, termination/non-renewal, resignations, and deaths. The Board discussed the exit process for employees, what determines the market value for a position, how pay scales are determined, etc. The report is located on electronic page 10 of today's packet.
- **Employee Engagement Survey** – 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. Sara Phillips shared a detailed summary of the Fall 2023 Employee Engagement Survey, which is one of the components of the Strategic Plan. She noted that we had 122 participants, and 67% of full-time employees participated in the survey. Each question is optional. Mrs. Phillips further stated that our goal was 65% full-time employee participation. All questions of the survey were presented with the results. The Board reviewed and discussed the things to preserve and opportunities for improvement. She also shared what we're focusing on in the year ahead. The report is located on electronic pages 11-18 of today's packet.
- **College Updates** – Dr. White summarized last month's meetings and events.
 - **Curriculum FTE** – HCC's curriculum FTE is up this Spring for the first time since the pandemic by 4.6% over last spring. HCC has also seen significant growth in our Workforce Continuing Education programs in 2023, with a 10% increase in fall over fall.
 - **Propel NC** – Dr. White summarized the new funding model for the Community College System. The new funding model would align our funding requests with NC workforce sectors. We continue to work with Legislators and partners to educate them on the proposed funding model.
 - **Next NC Scholarship** – Beginning in Fall 2024, North Carolina students whose families make less than \$80,000 will receive a guaranteed scholarship toward attending any of the state's public colleges and universities. The program is called "Next NC Scholarship. Students need to fill out the FASFA form. Every student is guaranteed at least \$5,000 to

attend one of North Carolina's public Universities and at least \$3,000 to attend one of North Carolina's 58 Community Colleges.

- **Evening of Art** – HCC's Foundation is hosting an Evening of Art on March 14 at 6:00 p.m. in the Creative Arts Building. The event is a fundraiser for HCC's Professional Crafts Program.
- **Pension Integrity Act Report** – Dr. White defined the Pension Integrity Act. She reported that HCC has been notified that we have one employee in this category. The Board discussed the Pension Integrity Act. Dr. White and Karen Denney provided examples from other agencies of Pension Spiking that led to the creation of this rule.
- State, County, Special Funds, and Auxiliary Budget Reports for Period Ending December 2023 were reviewed by Karen Denney.
- **Policy Updates – First Reading** – Mrs. Phillips outlined the proposed policy updates.
 - **Policy 1.4/3.4.1 – Conflict of Interest** – the updates add sections E (Contracts with Non-Profits) and F (Appearance of a Conflict) to the existing policy. Policy 1.4/3.4.1 is located on electronic pages 27-28 of today's packet
 - **Policy 3.3.4 – Disciplinary Action, Suspension, and Dismissal** - Significant revisions to simplify the steps of a disciplinary process. Policy 3.3.4 is located on electronic pages 29-34 of today's packet.
 - **Policy 3.3.5 – Contract Non-Renewal and Resignations** - Added statement to indicate employees have the right to appeal to the Board of Trustees. This has been the practice; the statement aligns with Policy 3.3.6. Policy 3.3.5 is located on electronic pages 35-36 of today's packet.
 - **Policy 3.3.6 – Appeals** - Revisions to the process of right to appeal a dismissal to the Board of Trustees. The only change is the number of days allowed for each step. Policy 3.3.6 is located on electronic pages 37-39 of today's packet.
 - **Policy 3.4.10 – Pregnant and Parenting Employees (New)** - This new policy notifies qualified applicants and employees of two new federal laws that impact community colleges, including the PUMP for Nursing Mothers Act ("Pump Act") and the Pregnant Workers Fairness Act ("PWFA"). The PUMP Act provides all nursing employees with the right to spaces and breaks to express breast milk. The PWFA requires ADA-like accommodations for pregnant women. Policy 3.4.10 is located on electronic page 40 of today's packet.

The Board discussed the policies at length. The policies will be brought back to the Board at the March meeting for a second reading and approval.

- **Report by Committee on Buildings and Grounds**
 - **Review Project 3-1 and 3-1P Forms**
 - **Health Science Education Building-Closeout** - Mr. Lanning summarized the Health Sciences Education Building Closeout. The remaining \$122,000 will be reverted to the County's debt service.
 - **Public Services Training Facility-Closeout** - Mr. Lanning summarized the Public Services Training Facility Closeout. All funding for the project was utilized.
 - **Creative Arts Building - Closeout and Transfer Funds** - Mr. Lanning summarized the Creative Arts Building Closeout and Transfer of Funds. Mr. Lanning stated that \$12,650 remained from a State grant. After discussion with the System Office, moving the remaining funds to the Workforce Outdoor Training Site project was suggested.
 - **Workforce Outdoor Training Site-Amendment to Add Funds** - Mr. Lanning reported that the \$12,650 that remained from the Creative Arts Building project is shown on the form as being transferred to the Workforce Outdoor Training Site project. He also reported that an adjustment to the design fee has been made to match the most current projected fee proposal for the work. Mr. Lanning

provided updates from the recent Workforce Outdoor Training site meeting and reviewed conceptual layouts. The Criminal Justice Standards Division are to review the proposed preliminary design for BLET Training and provide feedback to ensure the pad will accommodate BLET driving needs in addition to those of the CDL and Lineman programs. The previous proposal to connect the Training Site to the main campus by installing a road from the property to the road at the Research House has been eliminated from the plans due to the grade of the property (too steep). Mr. Lanning stated that we are waiting to meet with the National Guard to discuss the potential of availability to do the grading. We will only be able to wait approximately 4-6 more weeks before having to move forward without partnership with the National Guard. Mr. Lanning stated there are multiple time constraints tied to the grant funding sources for the project, and further delays could compromise our ability to successfully complete the project within the timeframe allotted.

- **Old Lumberjack Shed Demolition** - Mr. Lanning provided a detailed summary and photos of the old Lumberjack shed. He noted that it will be demolished to make way for a new Natural Resources storage shed.
- **Natural Resources Storage Shed** - Mr. Lanning provided a detailed summary and concept photos for the new Lumberjack shed. He noted that funds for the project were already budgeted for in the previous capital outlay request for the current fiscal year. The project will be bid as a turnkey metal building on a concrete slab.

Following discussion, Committee Chairman Wingate brought forward a motion to approve the 3-1, 3-1P Forms for the Health Sciences Building Closeout, the Public Services Building Closeout, the Creative Arts Building Closeout, the amended Workforce Outdoor Training Site, the Lumberjack Shed Property Disposal, and the Natural Resources Storage Shed project as presented. Coming from the Committee does not require a second. All were in favor. The motion duly passed.

- **Open-Ended Design Agreement-Architectural Work (Action)** - Mr. Lanning stated that HCC is requesting approval for an Open-Ended Design Agreement for Architectural work for miscellaneous work. The design agreement would provide limited professional architectural services for miscellaneous informal projects on a routine or as-needed basis. Mr Lanning stated that one example of a potential need would be feasibility study work for a New General Education facility. The Board briefly discussed. Following discussion, Committee Chairman Wingate brought forward a motion to approve the open-ended Design Agreement-Architectural Work as presented. Coming from the Committee does not require a second. All were in favor. The motion duly passed.
- **Proposed Property Donation (Action)** - Mr. Lanning provided a summary of the proposed property donation from Timothy and Gayle Nance along with a letter, a list of provisions that the Nance family requested to be included in the final agreement to donate property and funding the college, and maps of the property. A detailed report of the property ID, Property Description, Environmental Features, Forest description, Seep/Basin Wetlands description, Animals, Birds, Reptiles, Amphibians, invertebrate lists, and Historic farmstead features. Mr. Lanning stated that the property consists of two parcels that equal a combined total of 14.14 acres. The acreage will provide an excellent teaching property for our Natural Resources Department. The proposed donation also includes \$200,000 for the upkeep of the property. The Board discussed this at length. Following discussion, Committee Chairman Wingate brought forward a motion from the Committee for approval by having attorney Smathers review the documents, search the title, and provide guidance and a recommendation regarding the donation. Coming from the Committee does not require a second. All were in favor. The motion duly passed.

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

Vice-Chair Rathbone called the Board's attention to several announcements at the bottom of the agenda.

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 Personnel

Vice-Chair Rathbone entertained a motion to go into closed session for the above reasons. Trustee McDowell motioned to go into a closed session for the above reasons. Trustee Olliff seconded the motion. The Board went into closed session at 4:47 p.m.

The Board returned to open session at 5:40 p.m.

Having no further business, Vice-Chair Rathbone adjourned the meeting at 5:40 p.m.

Respectfully Submitted

Tammy R. Goodson

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

Documents Included in the Packet

February 6, 2024 BOT Agenda

December 12, 2023 BOT Minutes

NC Ethics Statement

New Employee Report

Employee Engagement Survey

State, County, Special Funds, and Auxiliary Budget Reports for the Period Ending December 2023

Policy 1.4/3.4.1-Conflict of Interest

Policy 3.3.4-Disciplinary Action, Suspension, and Dismissal

Policy 3.3.5-Contract Non-Renewal and Resignations

Policy 3.3.6-Appeals

Policy 3.3.10-Pregnant and Parenting Employees(New)