



**Haywood Community College
Board of Trustees
Board Meeting
March 5, 2024**

The Haywood Community College Board of Trustees held a meeting in person and electronically on Tuesday, March 5, 2024, at 3:05 p.m. in the Hemlock Building Board Room (room 1509). The following people were present in person or electronically:

TRUSTEES: Gorham Bradley, Ed Brown, Lee Davis, Liz Ferguson, Carol Larsen, Tammy McDowell, Lynn Milner, Tom Olliff, Deborah Porto, 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, Justin Stocker, Matt Hoyle

SGA President: Gabriella Marquez

College Attorney: Pat Smathers

Live-stream audio for the March 5, 2024, Board Meeting was available on HCC's YouTube Channel.

Call to Order—Chair Milner called the meeting to order at 3:05 p.m. and welcomed everyone. She requested a roll call, determined that a quorum was present, and followed with a moment of silence.

Swearing in Ceremony: Haywood County Deputy Clerk Tiffany Plemmons administered the Oath of Office for newly appointed Trustee Dr. Ed Brown, III. The Haywood County Board of Commissioners appointed Dr. Brown to fill Mr. Paul Turner's unexpired term.

Ethics - 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 3 of today's packet.

Agenda Approval—Chair Milner presented the March 5, 2024, Agenda and entertained a motion to approve it as presented. Trustee Olliff motioned to approve the agenda as presented. Trustee Wingate seconded the motion. All were in favor. The motion was duly passed. The March 5, 2024, Board Agenda is on electronic page 1 of today's packet.

Board Minutes Approval - Chair Milner entertained a motion to approve the February 6, 2024 Board Minutes. Trustee Larsen motioned to approve the February 6, 2024, Board Minutes as presented. Trustee McDowell seconded the motion. All were in favor. The motion was duly passed. The February 6, 2024, Board Minutes are on electronic pages 3-7 of today's packet.

SGA Report—Gabriella Marquez, SGA President, presented highlights from previous months' activities, including Trivia and the SGA Club Meeting. She also noted the upcoming events for March.

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

- **Informational Reports** –
 - **New Employee Introductions**—Sara Phillips, Director of Human Resources, introduced a new employee, Brian Beck, Coordinator of Law Enforcement Programs. Mr. Beck provided a summary of his 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 Report is on electronic page 8 of today's packet.
 - **College Updates** – Dr. White summarized last month's meetings and events.
 - NC Reconnect – HCC held a kick-off for the NC Reconnect, focusing on re-enrolling adult learners who previously disengaged with the college. The program will include direct outreach to potential students, supportive coaching, and marketing.
 - Hosting EdNC on campus today and tomorrow for filming. EdNC partnered with NC State to provide us with a video showcasing our programs and community partnerships
 - Propel NC – There is continued advocacy for Propel NC. This new funding model proposal would align our funding requests with NC workforce sectors, continuing work with legislators and partners to educate on Propel NC.
 - Dr. White expressed her gratitude for Mrs. Denney, Dr. Hines, Mr. Burchfield, and Mr. Lanning's work on developing a plan for maximizing the use of the \$6 million in funding provided by the general assembly to support workforce development following the mill closure.
 - NC General Statute related to the Re-election of Presidents – the State Board is developing the language to comply with this requirement.
 - Trustee By-Laws will need to be updated to reflect the changes to appointing agencies. Trustee Davis will convene the Committee. HCC will be working with our legislators on the actual appointing process
 - Dr. White, Dr. Trevor Putnam, and Haywood County School Superintendent attended the joint convening of superintendents and community college presidents, which was held in Greensboro. The meeting focused on deepening partnerships, sharing best practices, and addressing policy changes/challenges.
 - HCC will host the Stae Board of Community Colleges for their September meeting
 - Later this month, Dr. White will speak on a panel at the NC Rural Summit in Raleigh on Rural Colleges and economic development.
- **Policy Updates – Second 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.

Chair Milner entertained a motion to approve 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, and Policy 3.4.10-Pregnant and Parenting Employees as presented. Trustee Olliff motioned to approve 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, and Policy 3.4.10-Pregnant and Parenting Employees as presented. Trustee Wingate seconded the motion. All were in favor. The motion duly passed. The policies are located on electronic pages 9-23 of today’s packet.

Report by Committee on Finance – Deborah Porto

State and County Budget Reports for the Period Ending – Mrs. Denney summarized the State and County Budget Reports for the period ending January 31, 2024. She noted that HCC aligns with year-to-date expenditures and encumbered amounts for State and County Budget reports. Discussion ensued regarding the budget stabilization funds.

FY 2024-2025 Proposed County Budget Request – Mr. Lanning presented the proposed County Budget Request in detail. The Budget request included the following:

- Current Operating Expenses
 - Salaries/Fringe Benefits
 - Other Costs
 - Contracted Services
 - Utilities
 - Insurance
- Capital Outlay Request
 - Campus Development
 - Armory Paving Project
 - Gen-Ed Building Feasibility Study

- Maintenance
 - Fork Lift Replacement
 - FLIR System/Circuit Tracer Equipment
- Grounds
 - Stump Grinder Ventrac Attachment
 - Trencher Ventrac Attachment
- Public Safety
 - PSTF Burn Building Security Cameras
 - Security Cameras
 - Keycard Access to 200, 300, and 400 buildings

Financial Statement Audit Report for the Period Ending June 30, 2023 – Mrs. Denney presented the Financial Statement Audit Report for the period ending June 30, 2023. She noted that the audit was completed and that the financial statements were presented fairly in all material respects. The results of the audit tests disclosed no deficiencies. Mrs. Denney commended her team for their hard work. The Board thanked Mrs. Denney for her and her team's hard work and the clean audit.

Report by Chair of the Board of Trustees – Lynn Milner

Dr. White called the Board's attention to several announcements at the bottom of the agenda.

Ratify New Foundation Board Member—Chair Milner called on Hylah Birenbaum, Executive Director of College Advancement, to provide background information on the Foundation's new Board Member, Margot Dale. Following the background summary, Chair Milner motioned to ratify Ms. Dale as the Foundation's new Board Member. Trustee Schandavel motioned to ratify Ms. Dale as the Foundation's new Board Member. Trustee Ferguson seconded the motion. All were in favor. The motion passed unanimously.

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

Chair Milner entertained a motion to go into closed session for the above reasons. Trustee Larsen motioned to go into a closed session for the above reasons. Trustee Wingate seconded the motion. The Board went into closed session at 4:07 p.m.

The Board returned to open session at 4:45 p.m.

Chair Milner entertained a motion to approve the November 7, 2023, Closed Session Minutes. Trustee Olliff motioned to approve the November 7, 2023, Closed Session Minutes as presented. Trustee Larsen seconded the motion. All were in favor. The motion duly passed.

Chair Milner entertained a motion to approve the February 6, 2024, Closed Session Minutes as presented. Trustee McDowell motioned to approve the February 6, 2024 Closed Session Minutes as presented. Trustee Porto seconded the motion. All were in favor. The motion duly passed.

Having no further business, Chair Milner entertained a motion to adjourn the meeting at 4:48 p.m. Trustee Olliff made a motion to adjourn the meeting at 4:48 p.m. Trustee Schandavel seconded the motion. All were in favor. The meeting adjourned at 4:48 p.m.

Respectfully Submitted

Tammy R. Goodson

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

Documents Included in the Packet

March 5, 2024 BOT Agenda

February 6, 2024 BOT Minutes

NC Ethics Statement

New Employee Report

State, County, Special Funds, January 2024

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)