



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

The Haywood Community College Board of Trustees held a meeting in person and electronically on Tuesday, August 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, Ed Brown, Lee Davis, Carol Larsen, Tammy McDowell, Lynn Milner, Jon Overbay, Kaleb Rathbone, Rhonda Schandavel, John Wadsworth, Danny Wingate

STAFF: Dr. Shelley White, Dr. Wendy Hines, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Calab Tate, Hylah Birenbaum, Matt Collier, Taylor Garland, Jessica Arrowood, Lynne Archer, Meghan Galloway, Justin Stocker, Matt Hoyle, Lorene Putnam

Guests: Brionna Dallara, Christian Ramellini

College Attorney: Pat Smathers

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

Call to Order—Chair Milner called the meeting to order at 3:00 p.m. and welcomed everyone. She requested a roll call, determined that a quorum was present, and followed with a moment of silence.

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 2 of today's packet.

Swearing-in Ceremony – Newly Appointed Trustees - Haywood County Clerk of Court Hunter Plemmons administered the Oath of Office for the newly appointed Trustees of Haywood Community College. The Oath of Office was administered for Trustee Tammy McDowell, appointed by the Haywood County Board of Commissioners, Trustee John Wadsworth, appointed by the House/Speaker of the House, and Trustee Jon Overbay, appointed by the Senate/President Pro Tempore. Chair Milner welcomed our new and returning members to the Board.

Swearing-in Ceremony – Dr. Wendy Hines introduced and administered the Oath of Office for the 2024-2025 SGA Officers. Brooke Davis - SGA President, Jamie Watson – SGA Vice President, and Lexis Greene – SGA Secretary. Following introductions and the swearing-in Ceremony, each provided a summary of their background and program of study.

Consent Agenda Approval—Chair Milner presented the August 6, 2024, Consent Agenda and entertained a motion to approve it as presented. Trustee Larsen motioned to approve the Consent Agenda as presented. Trustee Rathbone seconded the motion. All were in favor. The motion was duly passed. The August 6, 2024, Agenda and Consent Agenda are on electronic page 1 of today's packet.

Nominating Committee Report— Committee Chair Davis read the 2024-2025 slate of officers for consideration. He noted that there were no other nominations from the floor. The Committee Chair brought forward a motion from the Committee to approve the 2024-2025 Slate of Officers as presented. Board Chair: Lynn Milner; Board Vice-Chair: Kaleb Rathbone; Board Secretary: Dr. Shelley White; and Board Recording Secretary: Tammy Goodson. Coming from the Committee does not require a second. All were in favor. The motion duly passed.

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

○ **Informational Reports** –

- **New Employee Introductions and New Employee Report**— Sara Phillips introduced Taylor Garland – Associate Business Office Director, Jessica Arrowood – Associate Director of Nursing, Lynne Archer – Financial Aid Specialist, and Megan Galloway – LSS Specialist. Dr. White noted that New Employee reports contain numerous new full-time employees and numerous part-time employees. The New Employee Report is on electronic pages 18-20 of today's packet.
- **Report of Vacancies**—Sara Phillips, Director of Human Resources, provided a summary of data from the Full-Time Employment Vacancies Report for calendar years 2021-2024. The report included retirement, termination/non-renewal, resignation, and death. The Board briefly discussed the trend in turnover and improvement over the past six months. The report is located on electronic page 21 of today's packet.
- **Advanced Degree Attainment**—Sara Phillips, Director of Human Resources, summarized the Advanced Degree Attainment Report. Dr. White expressed congratulations to our three employees who earned advanced degrees. The report is located on electronic page 22 of today's packet.
- **College Updates** – Dr. White summarized last month's meetings and events.
 - **College & Community Events** – Dr. White recognized Sara Phillips and Hylah Birenbaum for organizing a family night at the Asheville Tourists. One hundred thirty employees and their families enjoyed watching the Asheville Tourists ballgame, where Dr. White threw out the first pitch.
 - **2021-2026 Strategic Plan (Focused on 2024-2025)**—Dr. White and David Onder summarized the 2024-2025 portion of the Strategic Plan. She noted that Trustee Larsen represented the Board of Trustees on this Committee, among other community stakeholders and employees. She reported that year five will kick off the process of the next strategic plan. Dr. White called the Board's attention to the goal leaders for each area.

Strategic Plan for 2021-2026 (Focused on 2024-2025) is on electronic pages 23-25 of today's packet.

- **Policy 3.3.7/5.3.4 – Discrimination and Harassment** – Dr. White requested to waive the second reading and approve the proposed policy changes today due to federal law changes as of August 1, 2024. Sara Phillips provided a detailed explanation of the required changes. Following discussion, Chair Milner entertained a motion to waive the second reading and approve Policy 3.3.7/5.3.4 – Discrimination and Harassment as presented. Trustee Davis motioned to waive the second reading and approve Policy 3.3.7/5.3.4 as presented. Trustee McDowell seconded the motion. All were in favor. The motion duly passed. Policy 3.3.7/5.3.4 is on electronic page 26 of today's packet.
- **Policy 4.1.5 – Academic Advising** – Dr. White requested to waive the second reading and approve the proposed policy changes as presented due to the timing of the submission of the SACSCOC fifth-year report. Dr. Wendy Hines provided a detailed explanation of the required changes. Following discussion, Chair Milner entertained a motion to waive the second reading and approve Policy 4.1.5-Academic Advising as presented. Trustee Davis motioned to waive the second reading and approve Policy 4.1.5 – as presented. Trustee Larsen seconded the motion. All were in favor. The motion duly passed. Policy 4.1.5-Academic Advising is located on electronic page 27 of today's packet.
- **Enrollment and Fall Semester Preview** – Dr. Wendy Hines provided a detailed summary of Enrollment for the Fall Semester. She stated that Fall FTE is at 521, which is a 9% increase from this time last year, and Fall Student Headcount is 1318, which is a 5.5 % increase from this time last year. Dr. Hines stated that an official report will be forthcoming.
- **Academic Calendar** – Dr. Hines presented the FY 2024-2025 Academic Calendar. The Board briefly discussed the current waiting lists for Cosmetology due to the class being at full capacity.
- **NCREconnect Update**—Michelle Harris presented a report on the NCREconnect Project, which helped drive the enrolment increase. The report included a list of funding expenditures, efforts, and events. The Board discussed this at length.
- **2024 Community & Student Survey** – Michelle Harris presented a data-filled report on the 2024 Community & Student Survey. The survey consisted of postcards, emails, community/industry outreach, Demographics, perception, net promoter score, attendance motivations, instructor/class quality, path after completion, and community and student/alumni responses. The Board discussed this at length.
- Dr. White recognized Matt Collier and the IT Department for their swift actions in handling the CROWDSTRIKE outage. HCC was able to navigate the outage and keep the campus open. She commended them for their excellent communication skills.
- **NCCCS State Board Meeting** – Dr. White reported that HCC is hosting the NCCCS State Board in September. Planning and preparations are underway.
- The Board took a brief break at 4:18 p.m.
- The Board returned from a break at 4:27 p.m.

- HCC was awarded the Digital Champion Grant from the NC Department of Information Technology, just shy of \$400,000. The grant has three components: funds to Hire a digital navigator to provide training at various community sites, provide participants with a free laptop after completing the course, and purchase additional technology for HCC usage on campus.
- **Facilities Updates**—Mr. Lanning provided several updates on facilities projects.
 - He reported on the Workforce Outdoor Training site, updated schematic drawings, and recent meetings with the architect and engineer. Submission to State Construction is the next step. Mr. Lanning presented an updated project schedule for the Board’s review. He plans the project to go out for bid in mid-November.
 - JSD (Junaluska Sanitary District) was awarded funding for the water tank project for Jones Cove Road. They are awaiting official terms and conditions of funding. Mr. Lanning has a meeting scheduled for August 8 to discuss HCC’s involvement in a potential partnership on the waterline extension from Armory Drive across the Workforce Outdoor Training Site. The Schedule is yet to be determined. The JSD Board is to meet to determine the next steps. They are working on a draft schedule.
 - Summer Projects – Campus Development is nearing completion on an up-fit of the Hickory Building, which houses our general education programs. The interior of the building has been repainted over the summer.
 - Other Projects in the works are the RBAC Building Renovation, the repairs to the Sycamore Deck and Pond, Ambulance Bay, and RHTC Electrical for new equipment.

Report by Chair of the Board of Trustees – Lynn Milner

SEI Evaluation Reporting - Chair Milner reported that an SEI Evaluation letter had been received for Trustee Overbay. The SEI Evaluation letter for Trustee Overbay stated, “We did not find an actual conflict of interest, but did find the potential for a conflict of interest. The potential conflict does not prohibit service on this entity.”

Ratify New Foundation Board Member/s – Chair Milner called on Mrs. Birenbaum and requested a summary of the new Foundation Board Member/s. Mrs. Birenbaum presented Wendy Forbes and Jane Clark. Following the summary, Chair Milner entertained a motion to approve and ratify Wendy Forbes and Jane Clark as the new Foundation Board Members. Trustee Schandavel motioned to approve and ratify Wendy Forbes and Jane Clark as the new Foundation Board Members. Trustee Brown seconded the motion. All were in favor. The motion duly passed.

Chair Milner entertained a motion to go into a Closed Session for the reasons stated below. Trustee Larsen motioned to go into Closed Session at 4:48 p.m. Trustee Rathbone seconded the motion. All were in favor. The motion duly passed

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

The Board returned to open session at 5:58 p.m.

Chair Milner entertained a motion to explore the establishment of the Innovative Middle School on the Haywood Community College Campus and the expansion of the Haywood Early College with the Haywood County Board of Education. Trustee Overbay made the motion to explore the establishment of the Innovative Middle School on the Haywood Community College Campus and the expansion of the Haywood Early College with the Haywood County Board of Education. Trustee Brown seconded the motion. All were in favor. The motion duly passed.

Having no further business, Chair Milner adjourned the meeting at 6:00 p.m.

Respectfully Submitted

Tammy R. Goodson

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

Documents Included in the Packet

August 6, 2024 BOT Agenda
June 4, 2024 BOT Minutes
NC Ethics Statement
SGA Report
President's Contract Report
New Employee Report
State, County Funds Reports June 2024
Special Funds Budget Report June 2024
Report of Vacancies
Advanced Degree Attainment Report
2025-4-2025 Strategic Plan-Mission, Vision, and Goals
Policy 3.3.7/5.3.4
2024-2025 BOT Calendar of Meetings