



**Haywood Community College
Board of Trustees
Board Meeting
February 4, 2025**

The Haywood Community College Board of Trustees held a meeting in person and electronically on Tuesday, February 4, 2025, at 3:00 p.m. in the Hemlock Building Board Room (room 1509). The following people were present in person or electronically:

TRUSTEES: Ed Brown, Lee Davis, Carol Larsen, Tammy McDowell, Lynn Milner, Tom Olliff, Jon Overbay, Rhonda Schandavel, John Wadsworth

STAFF: Dr. Shelley White, Dr. Wendy Hines, Christie Medford, Brek Lanning, Sara Phillips, David Onderr, Michelle Harris, Calab Tate, Hylah Birenbaum, Matt Collier, Ian Cernak, Justin Stocker, Matt Hoyle, Hunter Hughes, Will Rogers, Randi Hatherlee, Johnina Hahn, Roanna Gillis, Leah Jorgensen, Melinda Mills, Madison Brown, Steve Akers, Lynn Archer

College Attorney: Pat Smathers

Live-stream audio for the February 4, 2025, 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.

Consent Agenda Approval—Chair Milner presented the February 4, 2025, Consent Agenda and entertained a motion to approve it as presented. Chair Milner noted one spelling error in the December 3, 2024, Board Minutes: On page 4 of the packet, Bullet #1, Karen's name was misspelled. Trustee Olliff motioned to approve the Consent Agenda as presented and the amended December 3, 2024 Board Minutes. Trustee McDowell seconded the motion. All were in favor. The motion was duly passed. The February 4, 2025, Agenda and Consent Agenda are on electronic page 1 of today's packet. The Consent Agenda includes the following: State, County, Special, and Auxiliary Funds Budget Reports, December 3, 2024 BOT Minutes, and Policies 4.2.4, 4.2.7, and 6.1.1)

SGA Report—SGA President Brooke Davis presented the SGA Report. She highlighted several events from the past month: HCC students and employees participated in a gingerbread house decorating contest on December 4. SGA hosted a Finals Week Charge-Up where students enjoyed coffee donuts. Students were welcomed back to campus with free HCC swag on January 22 and 23.

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

- **Informational Reports –**

- **New Employee Introductions and New Employee Report**—Sara Phillips introduced the new employees: Hunter Hughes, IT Specialist; Will Rogers, Grounds Technician; Matt Hoyle, Digital Navigator/Auditorium and AV Technician; Randi Hatherlee, Medical Office Administration Instructor; Johnina Hahn, Cosmetology Instructor; Roanna Gillis, Nursing Instructor; Leah Jorgensen, Coordinator of Workforce Development; Melinda Mills, Clinical Coordinator/Nursing Instructor; Madison Brown, Financial Aid Specialist; Steve Akers, Grounds Supervisor; Lynn Archer, Accounting Technician/Cashier. Each summarized their background and expressed gratitude for working at HCC. Dr. White noted that the New Employee reports contain numerous full-time and part-time employees, as is the case for this time of year. The New Employee Report is on electronic pages 23-24 of today's packet.
- **Report of Vacancies**—Sara Phillips, Director of Human Resources, presented the Report of Vacancies for 2021-2024. 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, the percentage of vacancies, etc. The report is located on electronic page 25 of today's packet.
- **Policy Revisions for Immediate Approval**
 - **Policy 3.2.22- Hurricane Helene Community Involvement Leave (new policy)** - Proposed new, temporary policy: Adds an additional 16 hours to the existing 24 hours of community involvement leave specific to Hurricane Helene-related efforts. This temporary leave balance of 16 hours will be a new leave type and will follow the calendar year through December 2025. This is per NC Executive Order 5; for example, This leave only applies to Hurricane Helene Relief work. Employees can also use their other 24 hours of community involvement for Hurricane Helene Relief Work. Following the discussion, Chair Milner entertained a motion to approve Policy 3.2.22- Hurricane Helen Community Involvement Leave – Trustee Larsen made the motion to approve Policy 3.2.22 as presented. Trustee Davis seconded the motion. All were in favor. The motion was duly passed. Policy 3.2.22 is located on electronic page 27 of today's packet.
 - **Policy 3.3.7/5.3.4 – Discrimination and Harassment** - Reinstatement of policy aligned with 2020 Title IX regulation. Thursday, January 9, 2025, a federal district court in eastern Kentucky entered a ruling that substantially impacted the 2024 Title IX regulations. The court entered a *vacator*, meaning the rules have been vacated and no longer apply to any school, colleges, or universities. The recommendation is for colleges to rescind their Title IX policies and procedures implemented to comply with the 2024 regulations and **reinstate previous procedures that were**

compliant with the 2020 Title IX regulations. Following discussion, Chair Milner entertained a motion to approve Policy 3.3.7/5.3.4- Discrimination and Harassment as presented. Trustee Olliff made the motion to approve Policy 3.3.7/5.3.4 as presented. Trustee McDowell seconded the motion. All were in favor. The motion was duly passed.

- **Policy Revision First Reading**

- **Policy 3.2.17 – Bereavement Leave** - Proposed changes: Expansion from 3 days to 5 days and addition of up to 8 hours to attend the services of a colleague who worked at the college within a year before their passing. Per Executive Order 325. Discussion ensued regarding the potential for federal funding and DEI programs being on hold.

- **College Updates – Dr. White** summarized last month's meetings and events.

- Employees participated in **ClydeCon – Professional Development Day** with keynote speaker – Dr. Lane Freeman, Director of Online Instruction at NCCCS. There were numerous sessions that staff could choose from, including AI.
- **HCC and HRMC signed a Partnership Agreement** for a scholarship for students interested in working in the Healthcare field. In exchange for the scholarship, students would agree to work for HRMC for a certain period of time.

- **President's Community Connections and Events –**

- Attended meetings with the Haywood County Workforce Committee, Haywood County MLK Prayer Breakfast, Lenor Rhyne University Bear Bound CC Day, and the January NCACCP President's Quarterly meeting.
- Panel Presenter at the Holshouser Legislators Workshop and Presented at the Haywood Rotary.
- Attended the EdNC- 10-Year Anniversary Celebration
- HCC partnered with the TDA and the Town of Clyde for Ice Fest 2025 and the Frosty 5K

- **Enrollment Report – Dr. Hines** provided a detailed enrollment report. She noted that:

- **Spring 2025 Curriculum Enrollment – FTE-493**, which is up 9.5% over last Spring, the highest since Spring 2021, and Headcount-1360, which is up 12.6% over last Spring the highest since Spring 2020. The Board briefly discussed and commended Dr. Hines and the staff for their hard work.

- **State Funds for Student Assistance post Helene – Dr. Hines** reported on the State Funds for Student Assistance post Helene.

- **Emergency Grant (up to \$2,500 per student)**

- Fall – 371 students - \$737,332
- Spring – 14 students - \$19,250
- \$0 remaining

- **Tuition Assistance (Spring Term)**

- 149 Students - \$114,702
- Approximately \$320,000 remaining. Legislative requests have been made to extend these funds to Summer and Fall Semesters.

- **Facilities Update – Mr. Lanning** provided detailed summaries for the following projects

- **Workforce Outdoor Training Site** – The design is 100% complete, and contract negotiation is 75% complete. The construction bids were received on December 17, 2024, with the low bidder being Appalachian Sitework, Inc. The contract negotiations are in progress; five of the six approvals have been granted from SCO and OSBM. We are awaiting final contract approval.
- **RBAC Building Renovation**—The architect is 17% complete on the design. Mr. Lanning outlined the layout of the renovations, which are slated to be bid on April 21.
- **RBAC Building Addition**—The project has not begun. It is funded with HUD funds and a grant through OSBM. We are actively working on navigating the parameters of the HUD funding. We expect to start the contract portion with State Construction for design.
- **Open-Ended Design Agreement**—The RFP deadline is 4 p.m. February 4, 2025. We currently have 11 submissions. We plan to use this as our initial feasibility study for the General Ed Building space and any other miscellaneous architectural needs.
- **Nance Property Acquisition**—Headwater Environmental is completing Phase I of the Environmental Site Assessment. The Nances will return to town in July to complete the closing.
- **Main Campus Tower Sign**—The installation is complete; the next steps are connecting the electrical and installing the base cap.

Report by Chair of the Board of Trustees – Lynn Milner

Resolution of Gratitude - Chair Milner reported that at the last board meeting, the trustees discussed the eight community colleges that had stepped up to support HCC in the aftermath of Hurricane Helene. Dr. Whie outlined the assistance HCC received from the Eight Community Colleges, followed by Chair Milner reading the Resolution. Following the reading, Trustee Olliff suggested amending a grammatical error. The amended Resolution will be forwarded to the eight Community Colleges. The Resolution of Gratitude is on electronic pages 29-30 of today's packet.

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. Trustee Schandavel motioned to adjourn the meeting at 4:16 p.m. Trustee Brown seconded the motion. All were in favor. The motion duly passed. The Board adjourned the meeting at 4:16 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 4, 2025 BOT Agenda

December 3, 2024 BOT Minutes

State and County Budget Reports for the period ending December 31, 2024

Special Funds Budget Report as of December 31, 2024

Auxiliary Budget Report December 31, 2024

Policy 4.2.4-Instructional Personnel Qualifications

Policy 4.2.7-Accreditation

Policy 6.1.1-Tuition and Fees

Policy 3.2.22 – Hurricane Helene Community Involvement Leave (New Policy)

Policy 3.3.7/5.3.4 – Discrimination and Harassment

Policy 3.2.17 – Bereavement Leave

Resolution of Gratitude

NC Ethics Statement

New Employee Report

Report of Vacancies