



**Haywood Community College
Board of Trustees
Board Meeting
May 6, 2025**

The Haywood Community College Board of Trustees held an in-person and electronic meeting on Tuesday, May 6, 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, Kaleb Rathbone, Rhonda Schandavel, John Wadsworth, Danny Wingate

STAFF: Dr. Shelley White, Dr. Wendy Hines, Christie Medford, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Calab Tate, Hylah Birenbaum, Matt Collier, Ian Cernak, Justin Stocker, Matt Hoyle, Jeremy Phillips, Chris Bond, Matt Heimburg, Liz Epps, Stephanie Wampler, Vickie Ashley, Tracy Rapp, Kevin Winfree

Guest: Helena Godfrey (Student)

SGA President: Brooke Davis

College Attorney: Pat Smathers

Live-stream audio for the May 6, 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 May 6, 2025, Consent Agenda and entertained a motion to approve it as presented. Trustee Olliff motioned to approve the consent agenda as presented. Trustee Wingate seconded the motion. All were in favor. The motion was duly passed. The May 6, 2025, Agenda and Consent Agenda are on electronic page 1 of today's packet. The Consent Agenda includes State, County, and Special Funds Budget Reports, April 1

BOT Minutes, and the May 6, 2025, Agenda. Consent agenda items are on electronic pages 1-12 of today's packet.

SGA Report—SGA President Brooke Davis reported on the recent activities of the SGA, highlighting events such as the Delish Food Truck, Wellness Wednesday, Grad Day, Finals Week Chare-Up, and Denim Day in support of sexual violence awareness. She expressed gratitude for the Board's Kindness and support. Chair Milner and the Board thanked Brooke for her service to the Board and offered congratulations on her upcoming graduation.

Study Abroad Report – Jeremy Phillips, Chris Bond, and Helena Godfrey shared their experiences from the study abroad trip to Mexico, including visits to Mexico City, San Cristobal, and various cultural sites. They emphasized the importance of cross-cultural experiences and thanked the board for their support.

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

- **Informational Reports** –
 - **New Employee Report**—Dr. White noted that the New Employee Report contains three full-time employees and numerous part-time employees, which is typical at this time of year. The New Employee Report is on electronic page 13 of today's packet.
 - **Region A Nursing Consortium Agreement (RANC) Operating Agreement Update** – Dr. Hines provided a detailed summary of the RANC Operating Agreement. The nursing consortium agreement with Tri-County Community College was renewed for the next three years, continuing a long-term partnership that began in 1982. The Consortium allows for efficient use of resources and shared costs, addressing the nursing shortage and faculty scarcity by collaborating on program delivery. Students benefit from access to clinical sites in seven counties, experiencing diverse healthcare settings ranging from small rural hospitals to large trauma centers.
 - **Western Community College Leadership Academy (WCCLA)** – Mrs. Sara Phillips, HR Director, and recent graduates shared their experiences from the Western Community College Leadership Academy, emphasizing the importance of collaboration, networking, and personal development. The WCCLA is a collaborative effort involving multiple community colleges, focusing on leadership development and professional growth.
 - **Accreditation Update** – Mr. David Onder provided an update on the accreditation process, including the approval from the Department of Education to pursue accreditation with the Higher Learning Commission (HLC) and the next steps in the process. He noted that HCC must notify SACSCOC and the NCCCS of our intent to seek new accreditation, ensuring compliance with state law and transparency. Following discussion, Chair Milner entertained a motion to approve the HCC President and/or her designee to formally apply for accreditation with the Higher Learning Commission for the institution's next accreditation cycle in compliance with NC General Statute §115D-6.2. Trustee Schandavel made the motion to approve the HCC President and/or her designee to formally apply for accreditation with the Higher Learning Commission for the institution's next accreditation cycle in compliance with NC General Statute §115D-6.2. Trustee Larson seconded the motion. All were in favor. The motion duly passed. The Board thanked Mr. Onder and his team for all the hard work they have put into changing the accreditation body.

- **Policy 1.5 – Adopting Policies and Procedures – First Reading** – Mr. Onder outlined the proposed changes to Policy 1.5 to include archiving policies and regular reviews to ensure they remain up-to-date and accurate. The Board briefly discussed the policy, and it will be revisited in June for final review and approval.
- **Accounts Receivable Write-Offs** – Mrs. Christie Medford, VP of Business Operations, presented the annual review of uncollectible accounts, outlining the process for collecting outstanding balances. Following the discussion, Chair Milner entertained a motion to approve the FY 2021-2022 Accounts Receivable Write-Offs in the amount of \$33,394.06, as presented and deemed uncollectible. Trustee Olliff motioned to approve the FY 2021-2022 Accounts Receivable Write-Offs in the amount of \$33,394.06, as presented and deemed uncollectible. Trustee Rathbone seconded the motion. All were in favor. The motion duly passed.
- **College Updates** – Dr. White summarized the meetings from last month and upcoming events.
 - NC Community College System Office Awards Dinner – Dr. White thanked the Board for their support and attendance at the Awards Dinner, emphasizing the importance of such events for networking and collaboration.
 - Rotary Gala – Dr. White participated in the Waynesville Rotary's 100-Year Gala, where she also noted that she is the incoming president.
 - Budget Presentation – Dr. White reported that the county budget presentation was well received, with Board members showing support. The Board congratulated Dr. White on effectively communicating the College's needs and achievements.
 - Scholars Day – The HCC Foundation organized a successful Scholars Day event, recognizing student achievements and fostering a sense of community and support.
 - AACC National Conference – Dr. White recently attended the American Association of Community Colleges Conference in Nashville, engaging in sessions and networking with other Community College leaders.
 - Strategic Planning Meeting – HCC held a strategic planning session to review the past year's progress and set priorities for the upcoming year, with input from community and industry representatives.
 - HCC Family Milestones – Dr. White acknowledged the achievements of family members of President's Council members, including Naomi Hines' Girl Scout Gold Award, Levi Medford's graduation from King University, and Abigail Onders' upcoming graduation from Shining Rock Classical Academy. Abigail also completed 12 HCC classes while attending Shining Rock through our CCP program.

Report from Nominating Committee

Committee Chair Davis outlined the process for nominating officers. He stated that the Committee will bring forward the following names for consideration as the 2025-2026 Interim Slate of Officers from June 30, 2025, through the first Board Meeting in August 2025, and the same slate of Officers for the FY 2025-2026: Kaleb Rathbone, Board Chair; Tammy McDowell, Board Vice Chair; Dr. Shelley Y. White, BOT Secretary; and Tammy Goodson, BOT Recording Secretary. He noted the timeline for any additional names for consideration. An official vote will take place during the June 2025 Board meeting.

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, highlighting the upcoming Graduation Ceremonies.

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 reasons stated above: Trustee Rathbone motioned to go into Closed Session for reasons stated above. Trustee Overbay seconded the motion. All were in favor. The motion duly passed. The Board went into Closed Session at 4:17 p.m.

The Board returned to Open Session at 4:45 p.m.

Chair Milner entertained a motion to approve the Closed Session Minutes for June 4, 2024, August 6, 2024, and November 5, 2024. Trustee Larson made the motion to approve the Closed Session Minutes for June 4, 2024, August 6, 2024, and November 5, 2024. Trustee McDowell seconded the motion. All were in favor. The motion duly passed.

Having no further business, Chair Milner entertained a motion to adjourn the meeting. Trustee Brown motioned to adjourn the meeting at 4:46 p.m. Trustee Wadsworth seconded the motion. All were in favor. The motion duly passed. The Board adjourned the meeting at 4:46 p.m.

Respectfully Submitted

Tammy R. Goodson

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

Documents Included in the Packet

May 6, 2025 BOT Agenda

April 1, 2025 BOT Minutes

State, County, and Special Funds Budget Reports for the period ending March 31, 2025

NC Ethics Statement

New Employee Report

WCCLS PowerPoint

Accounts Receivable Write-Offs