



**Haywood Community College
Board of Trustees
Board Meeting
June 3, 2025**

The Haywood Community College Board of Trustees held an in-person and electronic meeting on Tuesday, June 3, 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, Tammy McDowell, Lynn Milner, Jon Overbay, Kaleb Rathbone, Rhonda Schandavel, John Wadsworth, Danny Wingate

STAFF: Dr. Shelley White, Dr. Wendy Hines, Christie Medford, Brek Lanning, Sara Phillips, Hylah Birenbaum, Ian Cernak, Justin Stocker, Matt Hoyle, Lynn Cagle, Heather Pott

College Attorney: Pat Smathers

Live-stream audio for the June 3, 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 of interest. No conflicts were noted. The Ethics Statement is on electronic page 2 of today's packet.

Consent Agenda Approval—Chair Milner presented the June 3, 2025, Consent Agenda and entertained a motion to approve it as presented. Trustee Wingate motioned to approve the consent agenda as presented. Trustee Wadsworth seconded the motion. All were in favor. The motion was duly passed. The June 3, 2025, Agenda and Consent Agenda are on electronic page 1 of today's packet. The Consent Agenda includes state and county budget reports for the period ending April 30, 2025, the May 6 Board Minutes, Policy 1.5 - Adopting Policies and Procedures, and the agenda for June 3, 2025. Consent agenda items are on electronic pages 1-10 of today's packet.

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

- Recognition of Outgoing Trustees – Dr. White recognized the outgoing Trustees, Lynn Milner, Lee Davis, and Rhonda Schandavel, for their dedication and years of service to the Board. Each Trustee expressed gratitude and reflected on their service to the college.
- **Informational Reports** –
 - **New Employee Report**—Dr. White noted that the New Employee Report contains one full-time employee and numerous part-time employees, which is typical at this time of year. The New Employee Report is on electronic page 11 of today's packet.
 - **New Employee Introductions** – Upon Dr. White's request, HR Director Sara Phillips introduced two new employees, Heather Pott and Lynn Cagle. Both provided summaries of their background and expressed gratitude for the opportunity to work at HCC.
 - **WCE Course Fee Request – CDL and Lineman** – Dr. White called on Dr. Hines to provide a summary of the CDL and Lineman Course Fee request. Dr. Hines summarized the total fees for each new program and what those fees cover. She also noted that the Lineman fee is higher than the CDL fee because Linemen are required to have their CDL license. Following the summary, Chair Milner entertained a motion to approve the WCE Course Fee for the CDL and Lineman program as presented. Trustee Davis motioned to approve the WCE Course Fee for the CDL and Lineman programs as presented. Trustee Schandavel seconded the motion. All were in favor. The motion duly passed. The WCE Course Fee requests are on electronic pages 12-13 of today's packet
 - **Graduation Report** – Dr. Hines provided a report on HCC's recent graduation. She noted that there were 240 graduates, 268 credentials earned, and 152 graduates who participated in the ceremony, resulting in an overall positive turnout and celebration.
 - **Policy 3.2.2.1 – Parental Leave Policy** – HR Director Sara Phillips summarized the Parental Leave Policy, noting that the policy had been updated to include leave for miscarriage and stillbirth, and that it aligns with state policy.
 - **Policy 3.4.10 – Pregnant and Parenting Employees** – HR Director Sara Phillips summarized the Pregnant and Parenting Employees Policy, noting that it has been updated to comply with federal law (Pregnant Workers Fairness Act). Following a brief discussion on both policies, Chair Milner entertained a motion to waive the first reading for both policies and approve as presented. Trustee Schandavel made the motion to waive the first reading for both policies and approve as presented. Trustee Brown seconded the motion. All were in favor. The motion duly passed. The policies are located on electronic pages 14-19 of today's packet.
 - **President's Contract Report** – Dr. White briefly summarized the Contract Report, which included several agreements, MOUs, and contracts. The Contract Report is located on electronic page 20 of today's packet.
 - **Facilities Updates** – Brek Lanning, VP of Infrastructure & Information Technology, provided updates on several projects across the campus.
 - **Workforce Outdoor Training Facility** – Site preparation is progressing well. The house structure has been removed following asbestos abatement. Minor water mitigation needs have been identified after the discovery of a wet spring, and the existing energy pole will require relocation. Site grading work is ongoing. Today, staff and community members gathered to celebrate the official groundbreaking of the Workforce Outdoor Training Facility.

- **RBAC Renovation** – Bids were opened last week, with six submissions received. The committee met to review the bids, certify the bid tabulation, and identify the lowest responsive bid. Mr. Lanning provided a summary of the bid range, noting that Clark and Leatherwood submitted the lowest bid. He also reviewed all bid alternates, confirming that Clark and Leatherwood remained the lowest bidder even with the inclusion of the alternates. Following the discussion, Chair Milner entertained a motion to approve awarding the RBAC Renovation contract with alternates to Clark and Leatherwood. Trustee Davis made a motion to approve awarding Clark and Leatherwood the RBAC Renovation Contract with the alternates. 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.
 - **Quilt & Upholstery Show** – HCC held the Legacy of Quilting & Upholstery in Haywood County Show in the Mary Cornwell Gallery to highlight the impact of quilt and upholstery work in our community and celebrate Lani Hendrix’s 20+ years of service in the quilting program and 44 years in the upholstery program.
 - **Rotary Peace Pole Groundbreaking** – To commemorate Waynesville Rotary’s 100th anniversary, a groundbreaking ceremony was held for their 100th anniversary project, a Peace Pole to be unveiled during HCC’s 60th Anniversary celebration.
 - **Enrollment Trends** – Fall enrollment is trending up. The Cosmetology Program has already increased the enrollment cap and is again nearing capacity. HCC has experienced strong retention and growth continuing post-Hurricane Helene. The summer semester begins tomorrow, and we have continued our outreach efforts for enrollment.
 - **Degree Attainment Report** – Tim Scapin has earned his doctorate in Education. Dr. White recognized his leadership in AI and Instructional Technology.

Report from Nominating Committee

Committee Chair Davis stated that the Committee brings 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 of Trustees Chair; Tammy McDowell, Board of Trustees Vice Chair; Dr. Shelley Y. White, Board of Trustees Secretary; and Tammy Goodson, Board of Trustees Recording Secretary. He noted that no additional names for consideration had been submitted. Chair Milner stated that coming from the Committee does not require a second. All in favor. The motion duly passed.

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 joint Board Picnic with the HCC Foundation Board.

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 Schandavel motioned to go into Closed Session for reasons stated above. Trustee McDowell seconded the motion. All were in favor. The motion duly passed. The Board went into Closed Session at 3:53 p.m.

The Board returned to Open Session at 4:26 p.m.

Upon returning from Closed Session, Trustee Davis made the following motion; We move to extend an **interagency facility use agreement to Haywood County Schools for the Poplar and Dogwood buildings for the expansion of Haywood Early College and the creation of an Innovative Middle School** – granting construction oversight for the Poplar building while maintaining maintenance and security support for both buildings as currently stands. We request that the chair of the board be granted approval to sign on behalf of the board. Trustee Schandavel seconded the motion. All were in favor. The motion duly passed.

Personnel Committee Chair Davis brought forward a motion from the Personnel Committee to provide Dr. White a monthly mileage stipend for in-county travel reimbursement in the amount of \$150.00 per month. Coming from the Committee does not require a second. All were in favor. The motion duly passed.

Personnel Committee Chair Davis expressed how greatly they are impressed with Dr. White's annual performance. He brought forward a motion from the Personnel Committee to approve a one-time increase to Dr. Shelley White's annual bonus from \$5,000 to \$10,000. Coming from the committee does not require a second. All were in favor. The motion duly passed.

Dr. White thanked the Board for their generosity and expressed what an honor it is to be President of Haywood Community College.

Having no further business, Chair Milner entertained a motion to adjourn the meeting. Trustee Brown motioned to adjourn the meeting at 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

June 3, 2025 BOT Agenda
May 6, 2025 BOT Minutes
State, County Budget Reports
NC Ethics Statement

New Employee Report
WCE Course Fee Request – CDL & Lineman

Policy 1.5-Adopting Policies & Procedures
Policy 3.2.2.1-Parental Leave Policy
Policy 3.4.10-Pregnant and Parenting
Proposed BOT FY 2025-2026 Meeting Calendar