



**Haywood Community College
Board of Trustees
Board Meeting
August 5, 2025**

The Haywood Community College Board of Trustees held an in-person and electronic meeting on Tuesday, August 5, 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, Larry Caudill, Bill Hollingsed, Carol Larsen, Angela Lunsford, Tammy McDowell, Tom Olliff, Jon Overbay, Kaleb Rathbone, John Wadsworth, Danny Wingate

STAFF: Dr. Shelley White, Dr. Wendy Hines, Christie Medford, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Matt Collier, Hylah Birenbaum, Calab Tate, Ian Cernak, Brittany Floyd, Josh Perry, Jamie Hilton

SGA Officers – Elijah Jarvis, Jamie Watson, Naomi Hines

Guests – Morgan Lunsford

Live-stream audio for the August 5, 2025, Board Meeting was available on HCC's YouTube Channel.

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

Ethics – Chairman Rathbone 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.

Swearing in of 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 Larry Caudill, appointed by the Haywood County Board of Commissioners; Trustee Angela Lunsford, appointed by the House/Speaker of the House; and Trustee William “Bill” Hollingsed, appointed by the Senate/President Pro Tempore. Chairman Rathbone welcomed our new and returning members

to the Board. The Board and staff introduced themselves for the benefit of the newly sworn-in Trustees.

Swearing in of SGA Officers FY 2025-2026 - Dr. Wendy Hines introduced and administered the Oath of Office for the 2025-2026 SGA Officers. Elijah Jarvis - SGA President, Jamie Watson – SGA Vice President, and Naomi Hines – SGA Secretary. Following introductions and the swearing-in Ceremony, each provided a summary of their background and program of study.

FY 2025-2026 Slate of Officers – Chairman Rathbone called the Board’s attention to the FY 2025-2026 Slate of Officers and entertained a motion. Trustee Larsen made the motion to approve the FY 2025-2026 Slate of Officers as presented. Trustee Olliff seconded the motion. All were in favor. The motion duly passed. The FY 2025-2026 Officers are: Kaleb Rathbone, Chairman; Tammy McDowell, Vice-Chair; Dr. Shelley White, Board Secretary; Tammy Goodson, Recording Secretary; and Ethics Liaison.

Consent Agenda Approval—Chairman Rathbone presented the August 5, 2025, Consent Agenda and entertained a motion to approve it as presented. Trustee Wingate motioned to approve the consent agenda as presented. Trustee Overbay seconded the motion. All were in favor. The motion was duly passed. The August 5, 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 for the period ending June 30, 2025, and the June 3, 2025 Board Minutes. Consent agenda items are on electronic pages 1- 14 of today’s packet.

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 five full-time employees and numerous part-time employees, which is typical at this time of year. The New Employee Report is on electronic pages 15-16 of today’s packet.
 - **New Employee Introductions** – Upon Dr. White’s request, HR Director Sara Phillips introduced three new employees. Brittany Floyd, Coordinator of Allied Health Programs; Josh Perry, Grounds Technician; and Jamie Hilton, HR Specialist. Each provided summaries of their background and expressed gratitude for the opportunity to work at HCC.
 - **Report of Vacancies** – Dr. White and Sara Phillips, Director of HR, presented the Report of Vacancies. The Biannual Vacancies Report remains consistent with trends from the prior year. There was a notable increase in Part-time interest. The report included CY 2025, 2024, and 2023 with categories of retirement, termination/non-renewal, resignation, and death. The Board briefly discussed.
 - **Facilities Updates** - Brek Lanning, VP of Infrastructure & Information Technology, provided a comprehensive update on projects including:
 - **Workforce Outdoor Training Site** –
 - The grading is 80% complete
 - The building portion will begin next week
 - The Target completion date is the end of 2025
 - **RBAC Renovation Project**
 - Awaiting permits
 - Target completion date is Summer 2026
 - **Nance Property Donation** – The Nance family is planning to come in September-October to complete the closing in early October. The family

wants to complete the closing in early October and is working to combine parcels.

- **Other Projects**
 - IT Infrastructure (part of the Rural Broadband Project) is almost complete
 - Hood installation and repairs in the Hickory Chemistry Lab have been completed
 - FEMA storm drain is 95% complete
 - Ambulance storage bay at the West Waynesville Annex is complete
 - HVAC replaced in Balsam Building
 - Sculpture bases for the 60th anniversary celebration are being installed.
 - Apiculture-Bee Keeping installation
 - Raised Planter bed upgrades have been completed by the Society of Master Gardeners, and the Artemis Moon Tree has been planted
- **Signed Documents**
 - The NCCCS Construction Delegated Authority
 - Project 2808 Duke Energy Easement Power to Site
 - Project 2808 WOTS property owner consent for Well Abandonment
- The Board discussed the project budget for the WOTS and RBAC Renovation Projects. Chairman Rathbone noted that the B&G Committee recently participated in a campus tour. They recognize the difficulties of navigating the paperwork/system and requested Brek to compile a list of the issues to present to the Legislature that would enable projects to move through quickly.
- The Board also discussed the encroachment issues on our property at the RHTC.
- The Board requested an update on the RCAC's waiting list and capacity. Christie Medford reported that the demand for childcare services remains high, with a current waitlist of 200 children and current enrollment of 108, with a capacity of 120.
- **College Updates**
 - Dr. White announced that we have a fully executed agreement with Haywood County Schools on the use of the Poplar Building for the expansion of Early College and the continued use of the Dogwood Building for the eventual Innovative Middle School.
 - Collision Student Peter Baldasoro was featured in the Mountaineer for his first-place win at the SkillsUSA competition in NC.
 - The House and Senate have passed a mini-budget that included Enrollment Growth Funding for Community Colleges. This is helpful, even without a full budget, due to our increased enrollment last year. The mini-budget also passed Disaster Relief funding, which includes tuition/fee assistance (\$97K), as well as mental health funding (\$26K) for a total of \$123K, available through June 2027.
 - Dr. Jeff Cox, NCCCS President, announced his retirement effective June 2026.
 - Dr. White noted that we are excited to be kicking off our 60th Anniversary Celebration for the 2025-2026 academic year. The celebration will begin on Thursday, September 18, from 2 to 5 p.m. Hylah Birenbaum provided

an outline of the upcoming celebration and all it entails. A commemorative video and guest speakers will be featured.

- Hylah Birenbaum introduced “Campus Connections”, a monthly program for the HCC Foundation that highlights the different programs on campus with student and faculty interaction opportunities for donors and the community.
- Dr. White asked Matt Hoyle to provide the Board with a quick Teams Portal overview for accessing agendas, materials, and updates. The Board Discussed briefly.
- Key College leadership and staff introduced themselves to the newly appointed Board members.
- Upon request from the Board, Dr. Hines reported that enrollment remains strong across key programs and overall consistent with last fall.

Report by Chairman of the Board of Trustees – Kaleb Rathbone

SEI Filing Report – Chairman Rathbone noted that the State Ethics Commission found no conflicts in Trustee Larry Caudill.

Chairman Rathbone announced that future Board Meetings may rotate locations across campus a couple of times this year.

Chairman Rathbone called the Board's attention to several announcements at the bottom of the agenda.

Having no further business, Chairman Rathbone entertained a motion to adjourn the meeting. Trustee Olliff motioned to adjourn the meeting at 3:59 p.m. Trustee Wadsworth seconded the motion. All were in favor. The motion duly passed. The Board adjourned the meeting at 3:59 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 5, 2025 BOT Agenda
June 3, 2025 BOT Minutes
State, County, and Special Funds Budget Reports
NC Ethics Statement
New Employee Report
Report of Vacancies