



**Haywood Community College
Board of Trustees
Board Meeting
September 2, 2025**

The Haywood Community College Board of Trustees held an in-person and electronic meeting on Tuesday, September 2, 2025, 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, Larry Caudill, Carol Larsen, Angela Lunsford, Tammy McDowell, 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, Justin Stocker, Matt Hoyle, Katy Gould, Bryan Head, Logan King, Cody Tilley, Randi Hatherlee, Stephanie Wampler

SGA President – Elijah Jarvis

Live-stream audio for the September 2, 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.

Consent Agenda Approval—Chairman Rathbone presented the September 2, 2025, Consent Agenda and entertained a motion to approve it as presented. Trustee Overbay motioned to approve the consent agenda as presented. Trustee Brown seconded the motion. All were in favor. The motion was duly passed. The September 2, 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 July 31, 2025, as well as the Board Minutes for August 5, 2025. Consent agenda items are on electronic pages 1-18 of today's packet.

SGA Report – SGA President Elijah Jarvis presented a recap of the recent and upcoming events. Noting that the first Bobcat Chat episode of the semester featured Elan Seago covering the Week

of Welcome events and tips for student success. Other notable events included Wellness Wednesdays, upcoming SGA meetings, Suicide Prevention Day, the Four-Week Focus, and National Hunting and Fishing Day, sponsored by the Wildlife Club. These are just a few of the upcoming events featured.

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 four full-time employees and numerous part-time employees, which is typical at this time of year. The New Employee Report is on electronic page 9 of today’s packet.
- **New Employee Introductions** – Upon Dr. White’s request, HR Director Sara Phillips introduced four new employees and two employees who received promotions. New employees included Kathryn Gould, Tourism and Marketing; Bryan Head, English Instructor; Cody Tilley, Cosmetology Instructor; and Logan King, Assessment and Research Analyst. She also introduced the employees who received promotions: Stephanie Wampler, Program Manager in the College Transfer program, and Randi Hatherlee, Program Manager for Medical Assisting and Medical Office Administration. Each provided summaries of their background and expressed gratitude for the opportunity to work at HCC.
- **Enrollment Report – Dr. Wendy Hines**
 - **Summer Enrollment Report –**
 - Curriculum Enrollment is up 6.4% FTE and up 14.9% in Headcount
 - Continuing Education Enrollment is down due to BLET curriculum changes and a Nurse Aid cohort not running in the spring due to staffing. This is expected to balance out with Fall Semester. A new Nurse Aid Instructor is now in place
 - **Fall Enrollment Report – (preliminary)**
 - Fall 2025 Enrollment is tracking flat to slightly positive, which is favorable
 - Applicant Flow/Yield for 2025 – HCC received 595 new student applications with 583 admitted. 389 are enrolled and paid in at least one Fall course.
 - The 2025 Yield Rate is 66.7% increase from 63% in the Fall of 2024
 - **Curriculum Enrollment Trends by Program Areas**

Dr. Hines presented a detailed overview of program areas, highlighting those with enrollment growth and noting areas where enrollment has declined. The Board discussed the matter at length.
- **Finance Update – Christie Medford** – Christie Medford highlighted the different funding sources – State, County, and Institutional Funds. The Board discussed the various funding sources in detail, as well as the breakdown of expenditures. Following the discussion, she summarized the “Sound Fiscal Management” practices as outlined in Section 1A, SBCC 200.4 (2). Mrs. Medford noted that Community Colleges are currently running on a “Continuation Budget” based on the 2024-2025 allocation.
- **Policy – 3.1.3-Employee Classifications- First Reading** – Sara Phillips provided a summary of the proposed changes. She noted that this was a comprehensive

rewrite to align/clarify the definitions of adjunct, part-time, faculty, and other terms across our policies and procedures. The proposed language was reviewed by Campbell Shatley and is recommended for adoption. This policy is for a first reading and will be brought forward for approval at the October Board meeting. The Board briefly discussed.

- **Policy – 6.3.7 – Purchasing – Waive First Reading** – Christy Medford provided a summary of the mandated changes. She noted that the modifications aligned the College Policy with recent State Board action, raising the general purchasing delegation for NC Community Colleges from \$50,000 to \$100,000. The policy is also revised to reference law and College procedures (removing dollar figures from policy to avoid future policy edits when the law changes. Following discussion, Trustee Larsen motioned to waive the first reading and approve Policy 6.3.7 Purchasing as presented. Trustee Caudill seconded the motion. All were in favor. The motion duly passed.
- **President’s Contract Report** – Dr. White provided a summary of the President’s Contract Report. Included in the report were the Fund Five Contract/Agreement and the Haywood County Sheriff’s Department SRO Contract.
- **College Updates** – Dr. White highlighted events from the previous month -
 - Dr. White commended the team on a great back-to-school transition.
 - HCC hosted a lunch and learn with Haywood Regional Medical Center, which Dr. Joshua Rudd led on August 28 on the topic of Vein Health. The event was well attended. Dr. White noted that HCC is glad to work in partnership with the hospital on such events.
 - HCC has created a new AI Steering Committee to assist with the recommendation of policy, procedures, and promotion of campus usage, including practical and ethical considerations. Dr. Tim Scapin, Instructional Designer, and Matt Collier, IT Director, are co-chairing this committee, comprised of a cross-section of campus representation. The group will work alongside the AI Workgroup – a regular meeting of those exploring and interested in using AI in their work.
 - Dr. White reported that she and Dr. Hines attended a WNC Recovery Convening with the Belk Endowment, Dogwood, and numerous other philanthropic/thought partners in colleges. The event was limited to 14 Community College Presidents of Helene-impacted colleges, along with a member of their senior team. She noted that this was an excellent opportunity for sharing each college's plans for “moving beyond recovery”. Part of the GrowNC team (Governor’s Recovery Office of Western NC), Sharon Decker, former NC Secretary of Commerce, presented their plans for the group.
 - Dr. White updated the Board on the Haywood County Schools project for Haywood Early College and a new Innovative Middle School. The School Board has approved the architect for the building renovation, and the project is on schedule. Dr. White anticipates having more information on the timeline of the HEC move and details on the IMS.
 - Dr. White expressed excitement to be kicking off HCC’s 60th Anniversary Celebration for the 2025-2026 academic year. The Celebration event will be held on Thursday, September 18th, at 2 p.m. in the Beall Auditorium.

Report by Chairman of the Board of Trustees – Kaleb Rathbone

Chairman Rathbone brought to the Board's attention several announcements at the bottom of the agenda. He noted that several Trustees are attending the NCACCT Leadership Seminar next week in Greensboro with Dr. White. Dr. White said that the November Board Meeting will be held at the West Waynesville location to showcase the EMS and Paramedic programs.

Chairman Rathbone reminded the Trustees that items included in the Consent Agenda are routine but still important. Trustees should raise questions in advance or during consideration of the Consent Agenda.

Chairman Rathbone entertained a motion to go into Closed Session for the following reasons:
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

Trustee McDowell made the motion to go into Closed Session for reasons stated above at 4:09 p.m. Trustee Overbay seconded the motion. All were in favor. The motion duly passed.

The Board returned from Closed Session at 4:24 p.m. and adjourned the meeting.

Respectfully Submitted

Tammy R. Goodson

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

Documents Included in the Packet

September 2, 2025 BOT Agenda
August 5, 2025 BOT Minutes
State and County Budget Reports
NC Ethics Statement
New Employee Report
Policy 3.1.3 – Employee Classification
Policy 6.3.7 – Purchasing
President’s Contract Report