



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

The Haywood Community College Board of Trustees held an in-person meeting on Tuesday, November 4, 2025, at 3:00 p.m. in the Hemlock Building Board Room (Room 1509). The following people were present in person:

**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, Ian Cernak, Justin Stocker, Hunter Hughes

**SGA Secretary** – Naomi Hines

**Attorney** - Pat Smathers

**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 December 2, 2025, Consent Agenda and entertained a motion to approve it as presented. Trustee Larsen motioned to approve the consent agenda as presented. Trustee Wingate seconded the motion. All were in favor. The motion was duly passed. The December 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 October 2025, and the Board Minutes for November 4, 2025. Consent agenda items are on electronic pages 3-8 of today's packet.

**SGA Report** – SGA Secretary Naomi Hines presented a recap of the recent and upcoming events, noting that students and staff participated in the Annual Halloween Contest. Naomi recognized the winners. Photos were shared with the Board. Students participated in the November SGA meeting. Following the meeting, all enjoyed pizza and discussed upcoming

events and club activities. Following the Business meeting, students participated in a focus group to share opinions and experiences related to community college. Bobcat Bites events featured the Wolf Street Bistro and Glazed and Infused Food trucks on campus. Students also participated in a “Shatterzone” event; Veterans were recognized for their service to our country; and Students participated in Wellness Wednesday. Upcoming events for December are Finals “Charge Up” Week.

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

○ **Informational Reports** –

- Dr. White began by thanking the Board for their service throughout the year and noted that a small token of appreciation was at everyone’s seat.
- **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 9 of today’s packet.

○ **Quarterly Contracts Report** –

- **LightCast** – A web-based tool that provides real-time labor market intelligence through AI.
- **CallTower** – Our telephone service provider. The contract is for VoiP (voice over iP) services and Microsoft Teams phone integration.
- **NC State Wolfpack Connect** – The agreement guarantees to provide a clear and seamless transfer pathway for HCC students to NC State.
- **Insidetrack Agreement** – Insidetrack assists with enrollment outreach, retention, career readiness, reskilling, and coaching development and training.

○ **College Updates** – Dr. White highlighted events from the previous month -

○ **Events/Recognitions**

- Dr. White reminded the Board that HCC has been invited to apply for the Aspen Institute selection as a Top 200 Community College. As the next step, the college is completing a comprehensive application with a short turnaround. She invited David Onder, Director of Institutional Research/Effectiveness and Grants, to present on the application process and associated student success data. Mr. Onder provided a detailed summary of the process and associated student success data. Dr. White thanked Trustee Olliff for reviewing a draft of the application and providing valuable feedback. Mr. Onder explained that the college’s application theme focuses on resilience in the face of multiple community crises and on how HCC supported students through Tropical Storm Fred, the Pactiv Evergreen Mill Closure, and flooding from Hurricane Helene. The Trustees discussed the data at length.
- **Campus Safety and Security Leadership Transition** – Dr. White reported that Jeff Haynes has accepted a new leadership role with Haywood County, resulting in a relatively quick transition from his position at HCC. His first day with the County was November 17. She provided detailed interim structure and coverage, noting that Brek Lanning is providing supervisory oversight of Campus Safety and Security, and that Misty Massingale, Coordinator of Safety Services, is serving as the interim point person for coordinating the security team. The College continues to receive support from its

- on-campus School Resource Officer (SRO), Jason West. She asked Sara Phillips, Human Resources Director, to provide an update on the ongoing search. Mrs. Phillips provided a detailed summary of the ongoing search. Trustees discussed the importance of strong safety coverage. Dr. White reminded the Board that a few years ago, the college explored establishing its own campus police department. The current posting keeps the position at the credential level previously held by Mr. Hanes, ensuring that movement toward a campus police structure could be considered in the future.
- Dr. White reported that Early College Principal, Lori Fox, attended the Executive Committee meeting regarding the progress on the Early College renovations and the development of the Innovative Middle School, now named Haywood Innovative. A new assistant principal will oversee the new middle school and is expected to begin on January 2, pending school board approval next week. The renovation project for the new school is out for bid, and construction is expected to begin by January 5. HCC and the school district are discussing parking, recreation areas, cafeteria needs, and other day-to-day logistics. They are also beginning to explore curriculum and career exposure opportunities, including pathways to connect middle/early college students to HCC's career and technical programs. The targeted date for opening the Haywood Innovative is Fall 2026
  - **Facilities Update –**
    - **Workforce Outdoor Training Site** – Mr. Lanning reported that significant progress has been made over the past month:
      - Concrete curb and gutter installation is complete.
      - Approximately 75% of the asphalt base has been installed.
      - Structural columns and the roof for the teaching pavilion building are in place.
      - Photos from the prior day showed the site beginning to look like a completed driving pad.
      - The contractor has not modified the contract end date and still anticipates completion by the end of the calendar year.
      - Mr. Lanning noted that a more realistic completion date for the entire building and site work is February–March, but progress has been solid. We will plan a grand opening/ribbon-cutting for Spring 2026.
    - **RBAC Renovation Project (Phase 1)** - Mr. Lanning reported that at the last report, there were design issues related to the welding lab. Since then:
      - Revisions to the welding lab layout have been completed and approved by the program dean and appropriate parties.
      - The new layout accounts for updated equipment and better workflow.
      - The fire sprinkler line to the building has been installed.
      - A sample welding booth has been installed in the space to confirm fit.

- Construction drawings for the revised welding lab are expected to be completed by the end of the week, which will allow the contractor to resume interior work.
- The overall completion date for the RBAC renovation remains projected for late summer 2026.
- **RBAC Renovation – Phase II (HUD-Funded Machining Addition)**
  - Schematic design for the HUD-funded addition has been completed and submitted to the State Construction Office for review (30–60 day turnaround).
  - The design team is moving forward with design development while awaiting feedback.
  - Due to the complexity of HUD regulations, the college chose to engage a HUD compliance consultant. After reviewing multiple proposals, the college selected HGA (Hunt, Guillot & Associates) of Louisiana. Marjorie Torres will serve as the HUD project manager, working closely with Megan Askew, HCC’s Grants Coordinator, to ensure the documentation and compliance necessary to release HUD funds.

**Report by Committee on Technology, Education, and Student Affairs (TESA)**

**Western Carolina University RIBN Agreement** – Dr. Hines reported that HCC has signed an agreement with Western Carolina University (WCU) to become a RIBN School (Regionally Increasing Baccalaureate Nurses). This allows HCC nursing students to dual-enroll at WCU and begin coursework toward their BSN while completing their associate degree at HCC. The agreement will also extend to Tri-County Community College, as a member of the Region A Nursing Consortium. Training for implementation is scheduled for January, with the plan to offer the RIBN option to the entire nursing class at the time of May admission decisions.

**WCE Internal Audit Report**—Dr. Hines provided a detailed report on the WCE Internal Audit Report's findings and a summary of the required reporting guidelines. The report contained internal audit summaries for 2024CE3, 2025CE1, and 2025CE2, all with zero findings.

**Proposed 2025-2026 Curriculum Committee Recommendations** – Dr. Hines summarized the process surrounding the Curriculum Committee Recommendations, discussed the committee's makeup, and noted no program terminations for the third year. She then presented the Curriculum Committee Recommendations for review and consideration.

Program Title	Summary of Revision/Request
Medical Office Administration (MOA)	The Medical Office Administration (MOA) program continues to emphasize core administrative competencies, including medical coding, insurance and billing, and human resources. In response to evolving industry needs and feedback from stakeholders, the program is proposing the development of a new track focused on leadership and customer service. This new track is designed to prepare students for supervisory roles and enhance their ability to manage patient interactions and office dynamics effectively.

Medical Office Leadership CCP Certificate	Request is to add a new CCP certificate that aligns with new MOA Leadership Track.
Collision Repair and Refinishing Technology	The program has experienced a decrease in interest in the Associate Degree track over the past seven years. Program Advisory Committee has indicated the courses within the Diploma track are sufficient for entry-level employment. Request is to offer the Associate Degree track while maintaining the Diploma and certificate options.
Career and College Readiness Pathway	The request is to implement this new CCP pathway to replace the courses previously taught at the high school level to help increase students' college readiness in English and Math courses. HCS has stated they would endorse this pathway and refer qualifying students to HCC for this offering.

Following the discussion, Committee Chair Larsen brought forward a motion from the committee to approve the 2025-2026 Curriculum Committee recommendations as presented. Coming from the committee does not require a second. All were in favor. The motion duly passed.

### Proposed Student Fee Chart

Dr. Hines provided a detailed summary of the proposed Student Fee Chart. She noted that there is only one fee increase request this year and presented the following changes:

	Supply Fee			
Automotive Systems Technology	AUT 141, AUT 221, HET 110, TRN 110	\$ 50.00		
	Required tool sets: Fall 1: TRN 140 (Basic Cert - \$900) Spring 1: AUT 141 (Diploma - \$400) Fall 2: AUT 163 (Diploma - \$800) Spring 2: HET 110 (Diesel Cert - \$600)	Up to \$2700	TRN 140- Up to \$1,500.00  AUT 141- Up to \$800.00  AUT 163-Up to \$1,000.00  HET 110-up to \$800.00	Up to \$4,100

Dr. Hines reported that students pursuing a career in this field are required to have their own set of tools for employment. Following the discussion, Committee Chair Larsen brought forward a motion from the committee to approve the FY 2026-2027 Student Fee Recommendations as presented. Coming from the committee does not require a second. All were in favor. The motion duly passed.

**Approval of the 2026-2027 Academic Term Dates** – Dr. Hines provided a detailed summary of the 2026-2027

Fall	Spring	Summer
Start Date: 8/17/2026	Start Date: 1/11/2027	Start Date: 6/7/2027
End Date: 12/15/2026	End Date: 5/11/2027	End Date: 8/2/2027

Dr. Hines also referenced Policy 4.1.6-Instructional Academic Terms. Following the discussion, Committee Chair Larsen brought forward a motion from the Committee to approve the 2026-2027 Academic Term Dates as presented. Coming from the committee does not require a second. All were in favor. The motion duly passed.

### **Report by Chairman of the Board of Trustees – Kaleb Rathbone**

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

Having no further Business, Chairman Rathbone entertained a motion to adjourn the meeting at 4:02 p.m. Trustee Larsen made the motion to adjourn the meeting at 4:02 p.m. Trustee Hollingsed seconded the motion. All were in favor. The motion duly passed.

Respectfully Submitted

*Tammy R. Goodson*

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

### **Documents Included in the Packet**

December 2, 2025 BOT Agenda  
November 4, 2025 BOT Minutes  
State and County Budget Reports  
NC Ethics Statement  
New Employee Report  
President's Quarterly Contract Report  
Curriculum Committee Recommendations  
FY 2026-2027 Student Fee Recommendations  
FY 2026-2027 Academic Calendar