



Haywood Community College
Board Meeting
March 3, 2026
Board of Trustees

The Haywood Community College Board of Trustees held an in-person meeting on Tuesday, March 3, 2026, at 3:00 p.m. in the Hemlock Building Board Room (Room 1509). The following people were present in person:

TRUSTEES: Dr. Ed Brown, III, Larry Caudill, Bill Hollingsed, 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, Calab Tate, Ian Cernak, Liz Epps, Laura Lubos, Lael Kafsky, Stacey Johnson

SGA President – Elijah Jarvis

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 March 3, 2026, 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 March 3, 2026, 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 January 2026, and the Board Minutes for December 2, 2025. Consent agenda items are on electronic pages of today's packet.

SGA Report – SGA President Elijah Jarvis presented a recap of the recent and upcoming events, noting that students and staff participated in the Bobcat Bites events, which featured the Glazed and Infused Food truck on campus. Students participated in the local Christmas Parades, Finals Week Charge-Up, Welcome Back Scavenger Hunt, Wellness Wednesday, and Create a Creature.

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

○ **Informational Reports –**

- **New Employee Report**—Dr. White noted that the New Employee Report includes numerous full-time and 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 several new employees and several employees who received promotions, Liz Epps, Associate Dean of Continuing Education and Workforce Operations, Laura Lubos, Department Assistant Workforce Continuing Education, Michelle Harris, Executive Director of Enrollment & Communications/CMO, Calab Tate-Recruitment and Engagement Specialist, and Lael Kafsky-Early Childhood Education. Each provided summaries of their background and expressed gratitude for the opportunity to work at HCC.
- **Report of Vacancies** – Sara Phillips provided the Report of Vacancies. Highlights from the report included: Full-time employee departures decreased over the past three years, Turnover rates at HCC are trending positively and remain below typical higher-education averages, and fewer retirements in 2025. The Board discussed retention efforts, Exit Interviews, and recruitment challenges. The Report of Vacancies is located on electronic pages 12-20 of today’s packet.
- **Sound Fiscal Management Report** – Christie Medford, VP of Business Operations, presented the annual Sound Fiscal Management Report, noting that Haywood Community College complies with the Sound Fiscal Management practices as prescribed in 1A SBCC 200.4, meeting the internal controls, including timely submissions and no compliance audit findings in the most recent audit. The report is located on electronic page 21 of today’s packet.
- **State Grant Programs Audit Report** – Christie Medford, VP of Business Operations, presented the State Grant Audit and noted that the College currently has two large State Grants, and noted the annual audit requirements for these funds. The external audit reported no issues or findings and reflected total assets, liabilities, and net position. Dr. White recognized Christie Medford and her department for their outstanding work.
- **High School Outreach** – Dr. Wendy Hines and Jessica Moran provided a detailed report on outreach to high school students and postsecondary enrollment patterns, and strategies to address students who do not enroll in postsecondary education. They also highlighted Key Data Points and Trends, Outreach and Student Touchpoints, Barriers and Opportunities, and Potential Support Needs. The Board discussed at length.

The Board took a brief recess at 4:13 p.m.

The Board returned at 4:23 p.m.

- **Grants Report** – David Onder provided the annual Grants report. He reported that the number of grants pursued in the past year was intentionally reduced to focus on completing major active grants and related reporting requirements. The report indicated that the college had received more than \$4.5 million in grant funding over the past five years and noted that grant management requires coordinated support across departments.
- **Policy 5.2.3-Auditing Courses and Policy 5.3.2 – Student Code of Conduct** – Dr. White summarized the proposed changes to Policy 5.2.3-Auditing Courses.

She noted that the proposed changes clarify that while eligible individuals may audit state-supported courses without paying tuition, the College must collect applicable local fees associated with course materials (e.g., kits) when required. Policy 5.3.2-Student Code of Conduct – Dr. White outlined the proposed changes in Policy 5.3.2-Student Code of Conduct. She noted that the proposed changes update the policy to address improper use of generative AI. The revision supports academic integrity while encouraging ethical and appropriate use of AI when permitted by instructors. Following the discussion, Chairman Rathbone entertained a motion to approve Policy 5.2.3-Auditing Courses and Policy 5.3.2-Student Code of Conduct as presented. Trustee Larsen made the motion to approve Policy 5.2.3-Auditing Courses and Policy 5.3.2-Student Code of Conduct as presented. Trustee Overbay seconded the motion. All were in favor. The motion duly passed. Policy 5.2.3 and Policy 5.3.2 are located on electronic pages 27-32 of today's packet.

- **College Updates** – Dr. White highlighted events from the previous month as well as upcoming events. -
 - **Events/Recognitions**
 - HCC looks forward to **hosting NC Secretary of State, Elaine Marshall**, on our campus on March 16. She will be visiting Haywood County with a focus on business support. The event will be a business roundtable co-hosted by our Small Business Center.
 - **HCC is hosting the WNC Environmental Summit** – an event led by HCC Biology Instructor, Susan Roberts, along with a team of faculty & staff, and students involved in environmental leadership. Haywood County Schools participates in community partner booths, student presentations, and keynote speakers, including Cash Daniels, the conservation kid, and Atsei Cooper, a member of the Eastern Band of Cherokee who is an indigenous archaeologist and artist.
 - The **Mid-Atlantic Collegiate Woodsman's Meet** will be hosted on our campus on March 28. This is an all-day event and will include six participating teams.
 - **Facilities Update** –
 - **Workforce Outdoor Training Site** – Mr. Lanning reported that significant progress has been made over the past month:
 - The Paving is largely complete; the pavilion is nearing completion; anticipated completion in April, pending final inspections and IT/Security work.
 - **RBAC Renovation Project (Phase 1)** - Mr. Lanning reported:
 - The RBAC Renovation Project – work resumed; updates and photos to be provided at a future meeting; anticipated completion in the fall semester.
 - **RBAC Renovation – Phase II (HUD-Funded Machining Addition)** – The Forge addition/expansion: Schematic design review approved with comments; design development in progress.
 - **General Education Building Utilization Study** – Phase 1 is nearing completion; Phase 2 will consider conceptual options for future space use.

Review of New Format for Board Evaluations – Chairman Rathbone asked Sara Phillips to provide a demonstration of the new format. She noted that the new formats for both the Trustees' Self-Evaluation and the President's Annual Evaluation are electronic. Following the demonstration, Ms. Phillips noted that if any trustee prefers the paper form, we are happy to accommodate that preference.

Letter of Resignation – A letter of resignation was received from Trustee Gorham Bradley. The vacancy will be forwarded to the Appointing authority (NC General Assembly) for replacement to complete the remaining term through June 2027.

Copies of the 2024-2025 Annual Report were distributed to the Board, and they expressed their thanks to Michelle Harris and her team.

The next Board meeting will be held on March 31 (serving as the April meeting). The May meeting is planned off-site.

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 4:50 p.m. Trustee Hollingsed made the motion to adjourn the meeting at 4:50 p.m. Trustee Wadsworth 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

March 3, 2026 Agenda
Ethics Statement
December 2, 2025 Board Minutes
January 2026 State and County Budget Reports
Report of Vacancies
Sound Fiscal Management Report
State Grant Program Audit Report
Grants Report
Policy 5.2.3-Auditing Courses
Policy 5.3.2-Student Code of Conduct