



**Haywood Community College  
Board of Trustees  
Board Meeting  
September 3, 2024**

The Haywood Community College Board of Trustees held a meeting in person and electronically on Tuesday, September 3, 2024, 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, Lee Davis, Carol Larsen, Tammy McDowell, Lynn Milner, Tom Olliff, Jon Overbay, Kaleb Rathbone, Rhonda Schandavel, John Wadsworth, Danny Wingate

**STAFF:** Dr. Shelley White, Dr. Wendy Hines, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Calab Tate, Hylah Birenbaum, Matt Collier, Melinda Clark, Matt Heimburg, Justin Stocker, Matt Hoyle, Pat Smathers

**Guests:** Christian Ramellini

**SGA President:** Brooke Davis

**College Attorney:** Pat Smathers

Live-stream audio for the September 3, 2024, 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. No conflicts were noted. The Ethics Statement is on electronic page 2 of today's packet.

**Consent Agenda Approval**—Chair Milner presented the September 3, 2024, Consent Agenda and entertained a motion to approve it as presented. Trustee Olliff motioned to approve the Consent Agenda as presented. Trustee McDowell seconded the motion. All were in favor. The motion was duly passed. The September 3, 2024, Agenda and Consent Agenda are on electronic page 1 of today's packet.

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

- **Informational Reports –**
  - **New Employee Introductions and New Employee Report**—Sara Phillips introduced Melinda Clark, an Accounting Instructor. Ms. Clark summarized her background and expressed her gratitude for working at HCC. Dr. White noted that New Employee reports contain numerous part-time employees, as is the case for this time of year. The New Employee Report is on electronic page 10 of today's packet.
  - **College Updates –** Dr. White summarized last month's meetings and events.
    - **Enrollment Fall Semester Update –** Dr. Hines provided a detailed Curriculum and Continuing Education data report. Curriculum FTE for Summer 2024 is 106 and Summer 2023 88. Continuing Education FTE for Summer 2024 is 67, and Summer 2023 is 66. Curriculum FTE for the Fall of 2024 is 549, and for the Fall of 2023, it was 486. That indicates a 13.5% growth rate. She also notes that the internal goal for NC Reconnect was 50 students, and HCC has 52 students returning to complete a degree. Dr. Hines reported that the Cosmetology program had a waiting list, and HCC requested approval to increase the number of students accepted into the program. Cosmetology now has 25 students enrolled, with one on the waiting list. The Electrical and Automotive programs also had an increase in enrollment and have hired additional instructors to meet the needs of the increasing enrollment. HCC is not just seeing new students enrolling but the retention of last year's cohort.
    - Dr. White reported that HCC hosted Scott Hamilton, President of the Golden Leaf Foundation, in August for a meeting and a campus tour.
    - During the Week of August 12, HCC held its Fall Convocation, Faculty meeting, and PD Palooza. Dr. White summarized the events of the week.
    - Dr. White participated in a Legislative Panel at the NC Arboretum on August 14. The Southwestern Commission Council of Governments curated the panel.
    - Dr. White reported that the SACSCOC Fifth Year Report is completed and sent to SACSCOC. She commended David Onder and other staff members for their hard work in completing the report. David provided highlights of all that the report entailed. Discussion ensued regarding the Quality Enhancement Plan, our next accreditation body, and the process.
    - Dr. White noted that HCC is hosting the NCSU Belk Center this week for the NC Reconnect interviews. She further said that 13-WLOS is doing a feature story on the NC Reconnect Program based on the Mountaineer article. The Trustees viewed the 13-WLOS feature story on NC Reconnect. HCC is also hosting the Southwestern Commission for the WNC Childcare Summit.
    - Michelle Harris, Director of Engagement and Marketing/PIO, provided an update regarding the NC Reconnect events and the new online ChatBot.

**Report by Chair of the Board of Trustees – Lynn Milner**

**SEI Evaluation Reporting -** Chair Milner reported that an SEI Evaluation letter had been received for Trustee Wadsworth. The SEI Evaluation letter for Trustee Wadsworth stated, “We

did not find an actual conflict of interest, but did find the potential for a conflict of interest. The potential conflict does not prohibit service on this entity.”

Chair Milner closed the meeting with a few announcements regarding upcoming events.

Chair Milner entertained a motion to adjourn the meeting at 3:49 p.m. Trustee Larsen motioned to adjourn the meeting at 3:49 p.m. Trustee Wingate 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**

September 3, 2024 BOT Agenda

August 6, 2024 BOT Minutes

NC Ethics Statement

New Employee Report

State, County Funds Reports July 31, 2024

Special Funds Budget Report July 31, 2024