



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

The Haywood Community College Board of Trustees held a meeting in person and electronically on Tuesday, December 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, Calab Tate, Hylah Birenbaum, Christie Medford, A.J. Stamey, Jeff Haynes, Keith Inman, Todd Riddle

College Attorney:

Live-stream audio for the December 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 December 3, 2024, Consent Agenda and entertained a motion to approve it as presented. Trustee Davis motioned to approve the Consent Agenda as presented. Trustee Wingate seconded the motion. All were in favor. The motion was duly passed. The December 3, 2024, Agenda and Consent Agenda are on electronic page 1 of today's packet.

SGA Report—Dr. Hines presented the SGA Report. She highlighted several past month's events: Haywood Early College is working to re-establish clubs, Veterans were honored with a

T-shirt for Veteran's Day, Students and Staff participated in Trivia Day, and Wellness Wednesday featured a therapeutic art activity. There are two upcoming events for Students and Staff: a Gingerbread House decorating contest and a Finals Week Charge-Up.

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

○ **Informational Reports** –

- Dr. White recognized Karen Denney, VP of Business Operations/CFO, for her 23 years of dedicated service to HCC. Chair Milner and the Board expressed their appreciation for her commitment to HCC and stellar work. Dr. White introduced Christie Medford as the new VP of Business Operations/CFO, effective December 1, 2024. Mrs. Medford brings 19 years of experience at HCC and a Master's degree to the role.
- **New Employee Introductions and New Employee Report**—Sara Phillips introduced the new employee, Todd Riddle, a Maintenance Specialist. Mr. Riddle summarized his background and expressed gratitude for working at HCC. Dr. White noted that the New Employee reports contain two full-time and two part-time employees, as is the case for this time of year. The New Employee Report is on electronic page 8 of today's packet.
- **College Updates** – Dr. White summarized last month's meetings and events.
 - The administration has been working on allocations that were received due to Hurricane Helene. The second state relief packet supported Community Colleges affected by Hurricane Helene: The Hurricane Helene Emergency Grant, which covers personal expenses, and the Bobcat Resilience Grant, which supports tuition for Students in the spring. The college has also worked with the HCC Foundation to guarantee students free tuition for Spring 2025. We have had 200 Students apply for the Bobcat Resilience Grant, and 266 Students have applied for the Emergency Funding.
 - The Foundation has assisted 84 Students affected by Hurricane Helene with a total of \$54,650.00.
 - Eight Community Colleges from across the state have adopted HCC to support our students with three initiatives: fundraising, Holiday Heros (similar to an Angel Tree), and notes of support. Dr. White recognized the eight colleges and asked Mrs. Phillips, the Director, to provide a summary. The Board discussed this at length.
 - Dr. White travels to Charlotte on Thursday to attend an NC Reconnect Cohort 5 meeting.
 - Policy Revisions – First Reading- Dr. White summarized each proposed revision for Policy 4.2.4-Instructional Personnel Qualifications, Policy 4.2.7-Accreditation, and Policy 6.1.1-Tuition and Fees. The policies will be brought forward for a formal vote at the February Board meeting.
 - Enrollment Report – Dr. Hines provided a detailed enrollment report. She noted that
 - **Summer** Curriculum had an 18.5% increase, and Workforce Continuing Education had a 2% decrease after two years of increases.
 - **Fall** Curriculum had an 8.6% increase, and Workforce Continuing Education had a 32% decrease due to the storm and two-week closure.

- **Projections for Spring 2025**, which remains in progress, were provided – Free tuition will help with retention.
- A report for Fall **2024 Curriculum Application Yield** rates were also provided

Report by Technology Education and Student Affairs Committee –

Proposed 2024-2025 Curriculum Committee Recommendations –

Associate in Engineering (A10500) – Create an MOU with Western Carolina University (WCU) to allow HCC students to enroll in select engineering courses dually.

Business Administration (A2520BA, D25120BA, C25210BB, C25120BB) – The NCCC System office has revised the curriculum standard for the Business Administration degrees. HCC faculty are requesting flexibility in revising the degree offerings.

Business Administration (A25210M)—HCC faculty are requesting that the new flexibility in the curriculum standard be utilized to create a new track in the program focusing on marketing. The program's advisory committee has identified the need for marketing skills.

Business Administration (C25210CM)—HCC Faculty requests that the CCP Certificate be revised to align with the newly created marketing track.

Business Administration (A25210T)—The NCCC System Office has revised the curriculum standard for the Business Administration degrees. HCC faculty are requesting to use the provided flexibility to revise the degree offerings. The request will reduce the overall program hours from 74 to 66 credit hours.

Criminal Justice Technology (A55180, D55180) – HCC Faculty requests to streamline the course offerings for students and reduce overall credit hours for students. The Associate degree hours will decrease from 72-73 to 68-69 credit hours. The diploma hours will decrease from 40 to 36 credit hours.

Criminal Justice Technology (C55180EM, C55180CC) – HCC faculty request to terminate the cybercrime certificate and reinstate the Emergency Management certificate. The Advisory Committee members advise that the content in the Emergency Management courses is more relevant to the duties of local law enforcement as cybercrime is now an FBI matter.

Public Administration Degree—HCC faculty requests the addition of a new public administration degree program. This degree will serve our community's law enforcement, emergency medicine, and fire services sectors. Upon entering the program, students will receive credit for prior learning for recognized continuing courses. Emergency Services are moving toward requiring degrees for employee advancement opportunities. We plan to offer the new program online to serve working professionals in our county.

Information Technology – HCC faculty requests to add a track within the existing Information Technology Program focusing on artificial intelligence (AI). According to research and Advisory Committee input, AI has quickly become a needed and in-demand job skill.

Information Technology—Data Management CCP—The HCC faculty has requested the addition of a new CCP Certificate with data management content. HCC has received several student requests for this type of offering.

Developmental Education (English and Math Courses)—The System Office has revised the developmental course offerings, reducing the contact hours for students. They also provide local autonomy in determining student placement into gateway courses. This request sets the HCC student placement guidelines and adopts the revised courses into our local course library.

Dr. Hines noted that there were no program terminations this year. Following discussion, the TESA Committee brought forward a motion to approve the proposed 2024-2025 Curriculum Committee Recommendations as presented. Coming from the committee does not require a second. All were in favor. The Motion duly passed. The proposed 2024-2025 Curriculum Committee Recommendations are on electronic pages 17-18 of today's packet.

Proposed Student Fee Chart

Dr. Hines provided a detailed summary of the proposed Student Fee Chart. She presented the following changes:

Curriculum

- Student Activity Fee – For traditional curriculum students, raise the fee from \$32.50 to \$50.

Curriculum Outside Agencies

- **Cosmetology**
 - Cosmetologists Examination – 2024/2025- \$94, 2025/2026 - \$84 (\$10 decrease)
 - Cosmetologist Written Examination – 2024/2025 - \$79, 2025/2026 - \$84 (\$5 increase)
 - Cosmetologist Instructor Examination – 2024/2025 - \$94, 2025/2026- \$84 (\$10 decrease)
 - Cosmetologist Instructor Written Examination – 2024/2025 - \$79, 2025/2026 - \$84 (\$5 increase)
 - Manicurist Examination – 2024/2025 - \$94, 2025/2026 - \$84 (\$10 decrease)
 - Manicurist Written Examination – 024/2025 - \$79, 2025/2026 - \$84 (\$5 increase)

The TESA Committee brought forward a motion to approve the proposed Student Fee Chart as presented. Coming from the committee does not require a second. All were in favor. The motion duly passed. The proposed Student Fee Chart is on electronic pages 19-29 of today's packet.

2025-2026 Academic Calendar – Dr. Hines provided a detailed report on the proposed 2025-2026 Academic Calendar term start and end dates. She noted that it is a similar structure as last year. Following discussion, the committee brought forward a motion to approve the proposed 2025-2026 Academic Calendar start and end dates as presented. Coming from the Committee does not require a second. All were in favor. The motion duly passed. The 2025-2026 Academic Calendar is located on electronic page 31 of today's packet.

Workforce Continuing Education Accountability Report—Dr. Hines summarized the WCE Internal Audit Report for 2023CE3, 2024CE1, and 2024CE2. She noted no negative audit

findings and summarized the required guidelines for the Accountability Report. The Board briefly discussed the report, which is located on electronic page 30 of today's packet.

Report by Committee on Buildings and Grounds

Workforce Outdoor Training Center Bid Discussion – Mr. Lanning summarized the Workforce Outdoor Training Center bid process. He noted that pre-bids were held on November 21, 2024, and bid openings are scheduled for December 17. Several interested contractors attended the pre-bid meeting. He requested that the Board grant Dr. White the authority to award the contract to the lowest bidder if the bid comes in within the specified budget. This would allow HCC to submit the contractor with the lowest bid to the State Board within their specified time frame. Following discussion, the committee brought forward a motion to grant HCC President Dr. Shelley White the authority to award the construction contract to the low bidder of the Workforce Outdoor Training Site project. Coming from the committee does not require a second. All were in favor. The motion duly passed. The Workforce Outdoor Training Center documents are on electronic pages 32-40 of today's packet.

Property Acquisition Approval – Nance Property – Mr. Lanning summarized the Nance Property acquisition, noting that the property is a 14-acre parcel at the head of Brannon Forest and offers unique features for our Natural Resource Department, followed by a summary of the 3-1P form. Following a lengthy discussion, The committee brought forward a motion to approve the 3-1P form for the acquisition of the Nance Property as presented. Coming from the committee does not require a second. All were in favor. The motion duly passed. The Nance Property documents are on electronic pages 41-50 of today's packet.

Report by Chair of the Board of Trustees – Lynn Milner

Chair Milner called the Board's attention to several announcements at the bottom of the agenda.

Having no further business, Chair Milner entertained a motion to adjourn the meeting. Trustee Schandavel motioned to adjourn the meeting at 4:10 p.m. Trustee Wingate seconded the motion. All were in favor. The motion duly passed. The Board adjourned the meeting at 4:10 p.m.

Respectfully Submitted

Tammy R. Goodson

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

Documents Included in the Packet

December 3, 2024 BOT Agenda

November 5, 2024 BOT Minutes

State and County Budget Reports for the period ending October 31, 2024

Policy 4.2.4-Instructional Personnel Qualifications

Policy 4.2.7-Accreditation

Policy 6.1.1-Tuition and Fees
Enrollment Report
Proposed Curriculum Committee Recommendations
Student Fee Chart
WCE Accountability Report
Workforce Outdoor Training Center Reports
Nance Property Reports
NC Ethics Statement
New Employee Report

DRAFT