



**Haywood Community College  
Board of Trustees  
Board Meeting  
May 7, 2024**

The Haywood Community College Board of Trustees held a meeting in person and electronically on Tuesday, May 7, 2024, at 3:00 p.m. in the Hemlock Building Board Room (room 1509). The following people were present in person or electronically:

**TRUSTEES:** Ed Brown, Lee Davis, Liz Ferguson, Carol Larsen, Tammy McDowell, Lynn Milner, Tom Olliff, Deborah Porto, Kaleb Rathbone, Rhonda Schandevell, Danny Wingate

**STAFF:** Dr. Shelley White, Dr. Wendy Hines, Karen Denney, Brek Lanning, Sara Philips, David Onder, Michelle Harris, Calab Tate, Hylah Birenbaum, Matt Collier

**SGA President:** Gabriella Marquez

**College Attorney:** Pat Smathers

**Guests:** Lori Fox, Graham Haynes

Live-stream audio for the May 7, 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 May 7, 2024, Consent Agenda and entertained a motion to approve it as presented. Trustee Wingate motioned to approve the agenda as presented. Trustee Olliff seconded the motion. All were in favor. The motion was duly passed. The May 7, 2024, Agenda and Consent Agenda are on electronic page 1 of today's packet.

**SGA Report**—Gabriella Marquez, SGA President, presented highlights from the previous months' activities, including Grad Day with Alumni swag, Alumni headshots, SGA Meeting, and

Finals Charge-Up Week. Chair Milner recognized Gabriella's service as SGA President and congratulated her on her upcoming graduation. The Board shared a gift of appreciation with Gabriella to mark the occasion.

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

○ **Informational Reports** –

- **New Employee Introductions**— Dr. White introduced and welcomed Matt Collier, HCC's new Director of IT. Matt shared information with the trustees about his background in the industry and his excitement about his new role.
- **College Updates** – Dr. White summarized last month's meetings and events.
  - NC Re-Connect – Dr. White and Michelle Harris provided an update on the NC Re-Connect initiative. The update noted that 1000 adult students were included in the targeted outreach, an update on what the grant funds will be used for, and the plan to create a ReConnect Center in Student Services.
  - State and Federal allocations for Workforce Development – Dr. White provided a breakdown of the State and Federal allocations for workforce development. The allocations included \$3 million-Equipment/Programs, \$3 million-Construction, and \$5 million-Construction.
  - Strategic Plan Task Force – The Strategic Plan Task Force met on April 22, 2024. The Task Force is comprised of staff and community stakeholders. The group met to review the progress of the Strategic Plan. Trustee Larsen provided a brief report as a Board representative to this group.
  - Accreditation Changes – Dr. White noted that the TESA Committee will meet on May 20, 2024, to discuss the impending accreditation changes. HCC is already preparing for our fifth-year review with SACSCOC and is under the new accreditation guidelines for our 10-year review.
  - Noteworthy Conferences and Meetings – Dr. White provided a snapshot of the conferences and meetings she attended since the last board meeting, including the AACC Conference and NCEDA Spring Luncheon, where she was a panel participant.
  - College & Community Events – Dr. White noted many college and community events have taken place over the past month.

○ **Facilities Updates** –

- **Review of NCCCS Form 3-1 for Industry Training Center Project** – Mr. Lanning provided a detailed summary of the NCCCS Form 3-1 for the Industry Training Center Project. The summary included the estimated project cost and sources of funds identified for the project. Following discussion, Chair Milner entertained a motion to approve the NCCCS Form 3-1 for the Industry Training Center Project. Trustee Rathbone motioned to approve the NCCCS Form 3-1 for the Industry Training Center Project as presented. Trustee Larsen seconded the motion. All were in favor. The motion duly passed.
- **Accounts Receivable Write-Off Report** – Mrs. Denney provided a detailed summary of the Accounts Receivable Write-Off Report for FY 2020-2021. She noted that efforts to collect the written-off amounts continue after they are deemed uncollectible. Following discussion, Chair Milner entertained a motion to approve the Accounts Receivable Write-Offs for FY 2020-2021 as presented. Trustee Olliff motioned to approve

the Accounts Receivable Write-Offs for FY 2020-2021 as presented. Trustee Schandavel seconded the motion. All were in favor. The motion duly passed.

### **Committee on Personnel and By-Laws Report**

**By-Laws Review/Revisions**—Committee Chair Davis briefly summarized the proposed By-Laws revisions. The Committee on Personnel and By-Laws brought forward a motion to approve the proposed By-Laws as presented. Coming from the Committee does not require a second. All were in favor. The motion duly passed.

**Nominating Committee Report** – Committee Chair Davis summarized the upcoming election of officers. He noted that a formal vote will occur at the June Board meeting and affirmed in August and affirmed in August.

### **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 and encouraged Trustees to attend graduation ceremonies later in the week.

Chair Milner entertained a motion to go into Closed Session for the reasons stated below. Trustee Larsen motioned to go into Closed Session at 3:50 p.m. Trustee Schandavel seconded the motion. All were in favor. The motion duly passed

**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

The Board returned to open session at 5:27 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**

May 7, 2024 BOT Agenda  
April 2, 2024 BOT Minutes  
NC Ethics Statement  
New Employee Report  
State, County Funds Reports March 2024  
Special Funds Budget Report March 2024  
Accounts Receivable Write-Off Report  
Proposed By-Laws Revisions