



**Haywood Community College
Board of Trustees
Board Meeting
March 4, 2025**

The Haywood Community College Board of Trustees held a meeting in person and electronically on Tuesday, March 4, 2025, at 3:10 p.m. in the Hemlock Building Board Room (room 1509). The following people were present in person or electronically:

TRUSTEES: 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, Wendy Hines, Christie Medford, Sara Phillips, David Onder, Michelle Harris, Calab Tate, Hylah Birenbaum, Matt Collier, Ian Cernak, Justin Stocker, Matt Hoyle

SGA President: Brooke Davis

College Attorney: Pat Smathers

Live-stream audio for the March 4, 2025, Board Meeting was available on HCC's YouTube Channel.

Call to Order—Chair Milner called the meeting to order at 3:10 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 March 4, 2025, Consent Agenda and entertained a motion to approve it as presented. Trustee Rathbone motioned to approve the consent agenda as presented. Trustee Wadsworth seconded the motion. All were in favor. The motion was duly passed. The March 4, 2025, Agenda and Consent Agenda are on electronic page 1 of today's packet. The Consent Agenda includes State and County Funds Budget Reports, February 4 BOT Minutes, and Policy 3.2.17). Consent agenda items are on electronic pages 3-10 of today's packet.

Chair Milner made a special announcement: Dr. Shelley White has been named President of the Year. Chair Milner and an additional Trustee will accompany Dr. White to Raleigh on April 3 to celebrate with her as she receives the President of the Year Award.

SGA Report—SGA President Brooke Davis reported on their recent activities, including efforts to increase meeting attendance, a promo video for SGA elections, and various events such as Wellness Wednesday and Safe Zone Training.

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

- **Informational Reports –**

- **New Employee Introductions and New Employee Report**—Sara Phillips introduced the new employees: Meghan Ayscue, Grants Coordinator, and Wes Johnson, Digital Learning Specialist, Instructional Design and Online Learning. Each summarized their background and expressed gratitude for working at HCC. Dr. White noted that the new employee reports contain one full-time and numerous part-time employees, which is the case for this time of year. The New Employee Report is on electronic page 11 of today's packet.
- **President's Contract Report**—Dr. White reported on new/renewed contracts, including an affiliation agreement with Mission for clinical rotations and a FEMA agreement for the continued use of the High Tech Center. The report is on electronic page 12 of today's packet.
- **College Updates** – Dr. White summarized last month's meetings and upcoming events.
 - **Community College Day in Raleigh** – Dr. White reported that the NCACCT Law and Legislative Seminar is held in Raleigh on March 18-21. Appointments have been secured with two of our three legislators. HCC was invited to participate in Community College Day at the General Assembly, where the Professional Crafts Programs and other Community College programs will be featured.
 - **Duke Energy Grant** – Dr. White announced that the college received a \$25,000 grant from Duke Energy for the upcoming Line Worker program. The funds will be used to purchase poles for the program.
 - **CDL and Line Worker Programs**- Dr. Hines summarized the progress of the eCDL and Electrical Lineman programs, including the arrival of new equipment and the posting of lead instructor positions. The first CDL class is expected to start in mid-May.
 - **Facilities Update** – Mr. Lanning provided detailed summaries for the following projects
 - **Open-ended Design Agreement** – Mr. Lanning reported on the recent architect selection for the Open-ended design agreement. He stated that 10 submittals were reviewed based on a list of criteria. The selection committee brought forward the top three in rank order: #1-McMillan Pazdan Smith Architecture, #2-MHA Works, and #3 Little Diversified Architectural, with McMillan Pazdan Smith Architecture edging out the others gaining the top spot. The Board discussed what type of projects the firm would/could utilize and the maximum dollar amount we could utilize their services for. Following discussion, Chair Milner entertained a motion to approve the McMillan Pazdan Smith Architecture for the Open Ended Design Agreement. Trustee Olliff motioned to approve the

McMillan Pazdan Smith Architecture for the Open Ended Design Agreement. Trustee Brown seconded the motion. All were in favor. The motion duly passed.

- **Workforce Outdoor Training Site**—Mr. Lanning provided an update on the Workforce Outdoor Training Site, noting that the final approval phase is still in progress and awaiting approval from the State Construction Office.
- **Nance Property** – Mr. Lanning provided an update on the Nance Property donation, noting that the phase one environmental site assessment was completed with no findings. The closing is expected to take place in late June.
- **Health Sciences Education (Juniper) Building**—Mr. Lanning reported that Little Deversified received an American Institute of Architects of NC (AIA) Honor Award for its design of the Health Sciences Education Building. The award is the highest level of recognition for a project. They have also submitted the project for a national award.

Policy Revision for Immediate Approval

Policy 5.2.8 – Repeating Courses and Course Substitutes – The Board reviewed Policy 5.2.8- Repeating Courses and Course Substitutes. The policy revision is related to developmental education and course substitutions, which are driven by changes at the state level. Chair Milner entertained a motion to waive the second reading and approve Policy 5.2.8 as presented. Trustee Larsen motioned to approve Policy 5.2.8 as presented. Trustee Wingate seconded the motion. All were in favor. The motion duly passed. The policy is on electronic pages 13-14 of today's packet.

Report from Committee on Finance

FY 2025-2026 Preliminary County Budget Review—Committee Chair Olliff reported that the Committee on Finance reviewed the first draft of the preliminary County Budget proposal and discussed it at length. A final draft will be brought forward to the Board for consideration and approval at the April 1 Board Meeting, presented to the County on April 7, and approved by the County in mid-to-late June.

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 Larsen motioned to adjourn the meeting at p.m. Trustee Olliff seconded the motion. All were in favor. The motion duly passed. The Board adjourned the meeting at 3:54 p.m.

Respectfully Submitted

Tammy R. Goodson

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

Documents Included in the Packet

March 4, 2025 BOT Agenda

February 4, 2025 BOT Minutes

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

Policy 3.2.17 – Bereavement Leave

Policy 5.2.8 – Repeating Courses and Course Substitutes

Resolution of Gratitude

NC Ethics Statement

New Employee Report