

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

July 23, 2013 – SCC Campus

Attending:

Trustees

Terry Bell
Conrad Burrell
Vance Davidson
Dewayne Elders
Paul Holt
Libby Knight

Brenda Oocumma
Tracie Rice
Gary Shields
Jerry Sutton
Lambert Wilson

College Staff

Don Tomas
Nan Coulter
Janet Burnette
Tyler Goode
Sonja Haynes
Daniel Manring

Delos Monteith
Lynda Parlett
Chuck Reece
Ryan Schwiebert
Mary Otto Selzer

The Board of Trustees of Southwestern Community College (SCC) met for its regular quarterly meeting on July 23, 2013.

Chairman Terry Bell called the meeting to order at 5:12 pm and read the Ethics and Conflict of Interest statement.

Mr. Holt made a motion to approve the minutes of the quarterly meeting of April 30, 2013. Mr. Davidson seconded the motion, which carried unanimously.

PRESIDENT'S REPORT

Dr. Don Tomas answered questions posed by Trustee Gary Shields regarding recent NC legislative issues of interest to community colleges, specifically GAP funding, firearms on community college campuses and a law permitting the use of tobacco products on community college campuses. The North Carolina General Assembly has not finalized these proposed laws. Dr. Tomas will be attending the annual summer meeting of the North Carolina Association of Community College Presidents on July 24, 2013 in Murphy, NC and will update the Board electronically on the discussions of these issues at the meeting.

Dr. Tomas spoke briefly about the status of the budget approval process, and stated that Janet Burnette, Executive Vice President and Chief Financial Officer, will provide more detail to the Board on the budget in her portion of the meeting. The proposed state budget would mean a 1.6% decrease in funding for community colleges, a 1.5% decrease in funding for the Department of Public Instruction and a 4.7% decrease in funding to the University of North Carolina system. Dr. Tomas reported that the North Carolina Community College System

expects funding increases in the second year of the biennium of \$180 million to the Department of Public Instruction and \$21 million to the UNC system, but a decrease of \$6 million to the NCCCS. The proposed budget will be submitted to the full State Board on August 16, 2013.

Dr. Tomas reported that he, Dr. Thom Brooks, Vice President for Instruction and Student Services and Ms. Cheryl Contino-Conner, Executive Director of Student Success, will attend the Association of Community College Trustees' annual Leadership Congress in Seattle in October 2013. Dr. Brooks and Ms. Contino-Conner will make a presentation at the Congress on Student Retention and the SCC RATS Team. Dr. Tomas also reported that the U.S. Department of Education has contacted Ms. Contino-Conner to collaborate with them on an article pertaining to student retention as a result of her presentation at the League for Innovation conference in Dallas in March 2013.

Dr. Tomas reported that the Facility Master Plan for the Macon campus is progressing, and the Facility Master Planning Committee will meet at the Macon campus on August 5.

Dr. Tomas has not yet received any news on the Governor's Trustee appointment for Swain County, but has been advised that an announcement will be coming from the Governor's office during the first week of August 2013. He also reported that Mr. Melvin "Pete" Penland, who was reappointed by the Macon County and Jackson County Boards of Commissioners on July 1, 2013, has resigned his appointment, effective July 1. The Macon County Board of Commissioners has recommended Mr. Jeffrey Cloer, currently serving as Vice-Chair of the SCC Foundation Board of Directors, to serve in Mr. Penland's place. The Macon Commissioners' recommendation has been forwarded to the Jackson County Board of Commissioners for approval at their meeting on August 5, 2013.

Dr. Tomas announced that he, Dr. Brooks and Director of Development Lynda Parlett will travel to Washington, DC on July 31 to solicit support from NC congressional representatives for the College's US Department of Labor grant application for advanced manufacturing training.

Dr. Tomas announced that the SCC Foundation awarded 42 scholarships to SCC students from financial gifts made by 25 donors. The scholarship amounts ranged from \$25.00 to \$2,500.00. More than 80% of the scholarship applications were declined due to lack of funding.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Chairman Bell asked Dean Sonja Haynes to report on Continuing Education. Ms. Haynes reviewed the final enrollment data for Spring 2013 (IV.A.1.a.).

Following the Continuing Education report, Mr. Bell asked Ms. Haynes to report on Instructional and Student Services in Dr. Brook's absence.

Ms. Haynes reviewed the Curriculum enrollment report (IV.B.1.a.) and updated the Board on the Honors College agreements. She announced that the Fire Academy has graduated its first cohort. Ms. Haynes then reviewed an abstract of the SCC application to the US Department of Labor for the NC Skills Training for Advanced Manufacturing grant (IV.B.1.d.), and the Golden Leaf Foundation.

Ms. Haynes presented a proposal to offer a new Mechatronics Engineering Technology program at SCC (IV.B.2.a.), a proposal for a new Computer Integrated Machining Certificate program (IV.B.2.b.), and reviewed a proposed revision to Policy 6.13 – Grading System (IV.B.2.c.). Following discussion, Mr. Sutton moved to approve and develop both programs and approve the revised policy. The motion was seconded by Mr. Wilson and passed unanimously.

FINANCE AND CAMPUS IMPROVEMENT COMMITTEE

Chairman Bell then asked Mr. Holt to give the report of the Finance and Campus Improvement Committee. Mr. Holt called upon Executive Vice President and Chief Financial Officer Janet Burnette to report on Business Services.

Ms. Burnette reviewed the Local Revenue Analysis and State Current Expenses for the period ending June 30, 2013 (V.A.1.a and V.A.1.b.).

Ms. Burnette reported that the College has received a \$25,000 settlement from Geico Insurance for the demolished Jackson campus sign. The College's insurance will provide the remainder of the cost of replacing the sign.

Ms. Burnette asked Mr. Daniel Manning, Coordinator of Administrative and Facility Projects, to report to the Board on the Facility Update. Mr. Manning announced that 2 new parking lots will be added to the Burrell Building project.

Mr. Manning reported that Devere, the R5000 project contractor, is running one year behind schedule. The work on the Balsam parking lot should be started and completed within 90 days

during Summer 2014. The temporary parking lot incursions will be resolved by the start of the Fall 2013 semester. The parking lot and hydrant projects will close out the 2004 bond.

Ms. Burnette presented and reviewed the Budget Transfers (V.A.2.a). Following discussion, Mr. Holt moved to accept and approve the Budget Transfers. The motion was seconded by Mr. Elders and passed unanimously.

Ms. Burnette then presented the following for review and discussion. These proposed revisions to the policies and procedures listed below were suggested by the College's legal counsel to structure and reorganize the College's Policies and Procedures Manual and to ensure content consistency.

- V.A.2.c. Policy 4.2.1 – Benefits
- V.A.2.c.1. Procedure 4.2.1.1 – Benefits Procedures (provided for informational purposes)
- V.A.2.d. Policy 4.2.2 – Administration of Leave
- V.A.2.e. Policy 4.2.3 – Sick Leave
- V.A.2.f. Policy 4.2.4 – Vacation Leave
- V.A.2.g. Policy 4.2.5 – Civil Leave
- V.A.2.h. Policy 4.2.6 – Workers Compensation
- V.A.2.i. Policy 4.2.7 – Education Leave
- V.A.2.j. Policy 4.2.8 – Voluntary Shared Leave
- V.A.2.k. Policy 4.2.9 – Child Involvement Leave
- V.A.2.l. Policy 4.2.10 – Military Leave
- V.A.2.m. Policy 4.2.11 – Bonus Leave
- V.A.2.n. Policy 4.2.12 – Family and Medical Leave Act
- V.A.2.o. Policy 4.2.13 – Absences Due to Adverse Weather
- V.A.2.p. Policy 4.2.14 – Personnel Files
- V.A.2.q. Policy 4.2.15 – Employee Tuition Exemption
- V.A.2.q.1. Procedure 4.2.15.1 – Employee Tuition Exemption (provided for informational purposes)

Following review and discussion, including the identification of typographical errors in Policy 4.2.14 (V.A.2.p.), Mr. Burrell made a motion to approve the proposed revisions detailed in items V.A.2.c. through V.A.2.q., pending the correction to Policy 4.2.14. The motion was seconded by Mr. Shields and was passed unanimously.

Mr. Holt then called upon Vice President Ryan Schwiebert to report on Information Technology/Communications. Dr. Schwiebert reported the Information Technology department is on schedule with hardware and software upgrades for Instruction and classrooms. The Document Imaging project has been expanded to include the Public Safety Training Center,

which has resulted in making nearly an entire office available there for occupancy. The Financial Aid document imaging project continues to move forward. Dr. Schwiebert reported that the new IT staff are completing projects as anticipated. He also reported on the Active Directory migration, and announced that the College-wide firewall installation, which will improve security and protects the College data and users, is complete.

Chairman Bell then called Institutional Research and Planning Officer Delos Monteith to report on his department. Mr. Monteith reviewed the performance measures and reported that SCC was one of three colleges that met or exceeded seven of the eight performance standards. This is good news from a funding perspective, but Mr. Monteith pointed out that communicating this to the public will be a challenge. He pointed out that transfer student performance is no longer part of the funding standards, but SCC transfer students will still outperform native students at the 4-year institutions. To conclude his report, Mr. Monteith distributed the Vision 2017 project report update.

Mr. Bell announced to the Board that this would be Mr. Monteith's last Board report due to his retirement on July 31, 2013. On behalf of the Board and himself, Mr. Bell thanked Mr. Monteith for his many years of exemplary service to SCC, and invited the Trustees to attend Mr. Monteith's retirement reception on July 29, 2013.

EXECUTIVE COMMITTEE

Under Action Items, Mr. Burrell made a motion that the Full-Time Employee List (VII.A.1.), Additions to Full-Time Employee List (VII.A.1.a.), Part-Time Employee List (VII.A.2.) and Additions to Part-Time Employee List (VII.A.2.a.) be approved, which was seconded by Mr. Burrell and passed unanimously. The motion was seconded by Mr. Wilson and was passed unanimously.

OTHER BUSINESS

Under Information Items in Other Business, Chairman Bell announced the dates for the upcoming NCACCT Leadership Seminar on September 4 – 6, 2013 in Wilmington and ACCT Leadership Congress October 2 – 5, 2013 in Seattle.

Mr. Bell announced that a Designer Services Committee is being formed to select an architect for the Founder Hall/Bradford Hall renovation project, and asked for volunteers from the Board to serve on this selection committee. Mr. Holt volunteered to serve as a representative from the Finance and Campus Improvement Committee of the Board, and Mr. Bell also volunteered to serve as a Board of Trustees representative on the committee.

Under Action Items, Mr. Bell requested that Mr. Holt, Mr. Shields and Mr. Wilson serve as the Nominating Committee for the Board of Trustees officers for 2014, with Mr. Holt serving as chair. The committee will meet and report back on nominations at the quarterly Board meeting on October 22, 2013.

Mary Otto Selzer, Director of SCC Foundation, introduced and reviewed a proposed new Policy 2.4 – Naming Recognitions. Following review and discussion, Mr. Davidson made a motion to approve the policy as written, which was seconded by Mr. Burrell and passed unanimously.

Mr. Holt made a motion for the Board to enter into Executive Session for the purpose of discussing a personnel matter in accordance with NCGS 143-318.11.(a)(5). Mr. Burrell seconded the motion, which passed unanimously and the Board went into Executive Session at 6:25 p.m.

The Board returned from Executive Session at 6:40 p.m. with no action taken.

Mr. Elders made a motion that, contingent upon State Board approval of the proposed State Budget, the President's salary be the proposed state salary of \$144,477 plus 20%, effective July 1, 2013. Mr. Burrell seconded the motion, and following discussion, the motion was approved unanimously.

Mr. Bell announced that the next quarterly Board of Trustees meeting will be held on October 22, 2013 in the Board Room of the Groves Center on the Macon campus at 5 p.m.

With no other business before the Board, Mr. Holt made a motion to adjourn the meeting. Mr. Burrell seconded the motion which carried unanimously.

The meeting adjourned at 6:42 pm.

Terry Bell, Chairman
Board of Trustees

Don Tomas, Secretary
Board of Trustees