

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

April 22, 2014 – SCC Jackson Campus

Attending:

Trustees

Terry Bell
Conrad Burrell
Jeff Cloer
Vance Davidson
Dewayne Elders

Paul Holt
Libby Knight
Brenda Oocumma
Gary Shields
Jerry Sutton

College Staff

Don Tomas
Nan Coulter
Janet Burnette
Cheryl Davids
Johnathan Dean

Sonja Haynes
Daniel Manring
Chuck Reece
Ryan Schwiebert
Mary Otto Selzer

Absent:

John Herrin
Tracie Rice
Lambert Wilson

The Board of Trustees of Southwestern Community College (SCC) met for its regular quarterly meeting on April 22, 2014 in the Slagle Board Room of the Conrad Burrell Building on the Jackson campus.

Prior to the start of the meeting, Director of Institutional Research and Planning Johnathan Dean introduced Wanda Knight, the new Institutional Research and Planning Associate.

Chairman Terry Bell called the meeting to order at 5:17 pm and read the Ethics and Conflict of Interest statement. Mr. Bell asked for a motion to approve the minutes of the quarterly meeting of February 18, 2014. Mr. Holt made a motion to approve the minutes as presented, and Mr. Cloer seconded the motion, which carried unanimously.

PRESIDENT’S REPORT

Dr. Don Tomas updated the Trustees on the status of the Jackson Campus sign, and reported that the College is in the processing of finalizing designs for directional and building signage on all campuses.

Dr. Tomas gave a report on the American Association of Community Colleges’ annual meeting April 4 – 8 in Washington DC. Dr. Brooks and Cheryl Contino Conner, director of Student Success, gave a presentation on Retention Action Teams which was very well-received. Dr. Tomas will be joining other NC community college presidents in Raleigh April 23 – 25 to meet with members of the General Assembly and promote the funding and support of NC community colleges. Dr. Tomas reported that Governor McCrory has pledged to provide \$16.8 million of funding to community colleges, but the NC Association of Community College Presidents and

the NC Community College System is seeking \$22 million in addition to support faculty and staff as well as programs and facilities.

SCC will host a regional Workforce Learning Summit as part of the Align4NCWorks initiative April 29 – 30 at the Jackson campus. Business leaders, elected officials and educational partners from western NC will meet with officials from the NCCCS, as well as the presidents of Haywood Community College, Southwestern Community College and Tri-County Community College to learn how workforce challenges have been overcome in support of local business and industry, and to identify and discuss the workforce challenges facing regional employers.

Dr. Tomas also discussed the NCWorks initiative, whereby Governor McCrory plans to visit 1,000 businesses in 100 days in an effort to connect employers with potential employees with the help of local community colleges.

Dr. Tomas announced that SCC has an earnest contract in hand for the sale of the Brush Creek property and the sale is scheduled to close on May 21.

Dr. Tomas invited the Trustees to attend one or both 2014 Spring Commencement exercises on May 8. The Health Sciences commencement will be held at 5 PM, and the Career Technologies, Arts & Sciences and Early College commencement will be held at 7:30 PM. Refreshments will be available between commencement ceremonies and Trustees will have reserved parking. The annual Faculty/Staff Appreciation Luncheon will also be held on May 8 at noon, and all Trustees are cordially invited to attend to help celebrate the faculty and staff of SCC.

Dr. Tomas announced that the New Century Scholars fundraiser, Ducks on the Tuck, will be held on Saturday, May 24 and he encouraged the Trustees to purchase tickets in support of New Century Scholars.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Chairman Bell asked Dean Sonja Haynes to report on Workforce Innovations. Ms. Haynes reported that the brewing equipment is installed and ready to begin classes. Community interest in enrolling in the brewing classes is high and is based solely on word-of-mouth.

Ms. Haynes also reported that Adams Oldcastle and the NC Masonry Association are interested in supporting the reinstatement of the SCC Masonry program. Adams Oldcastle is offering to donate all materials required for instruction, and the NCMA will donate the equipment and provide additional funding.

The Advanced Manufacturing equipment will be delivered on April 24 to the Swain Technology and Training Center.

The Table Gaming program will be introducing a new class in baccarat, as well as a technical writing class to assist the surveillance department at Harrah's. Workforce Innovations is also working with Harrah's on Human Services turnover issues in Food and Beverage.

SCC will be making a joint presentation with Harrah's on the Table Gaming program at the Align4NCWorks Workforce Learning Summit on April 30.

Workforce Innovations is publishing a new Continuing Education Summer magazine, and will institute on-line Continuing Education registration by Fall 2014.

Following the Workforce Innovations report, Mr. Bell asked Dr. Cheryl Davids to report on Instructional and Student Services.

Dr. Davids reported on Fall 2013 and Spring 2014 enrollment at the Macon campus, with both semesters posting an increase over the previous year, as well as the recent activities at the Macon campus, including Fireside Chats, blood drives, quiz bowls, Spring Fling, Lunch and Learns, fundraising for Relay for Life, academic advising and joint workshops with Macon Early College. She also reported on new Curriculum, Continuing Education, Small Business Center and Personal Enrichment courses offered at the Macon campus. Polly Russell will be starting on May 5 as the new Administrative Assistant at the Macon campus, and the replacement portrait of Dr. Cecil Groves will be completed by mid-May.

Dr. Davids presented the following policies for approval by the Board of Trustees:

IV.B.2.b. -- Policy 6.03 – High School Equivalency Testing Centers

IV.B.2.c. -- Policy 6.07 – Admission Policy

IV.B.2.e. -- Policy 6.13 – Grading System

IV.B.2.f. -- Policy 6.17 – Academic Honors

Following review and discussion, Mr. Davidson made a motion to approve the proposed policies. The motion was seconded by Mr. Cloer, and passed unanimously.

FINANCE AND CAMPUS IMPROVEMENT COMMITTEE

Chairman Bell then asked 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 March 31, 2014 (V.A.1.a and V.A.1.b.).

Daniel Manring gave a report on Facilities. The schematic for the Bradford/Founders renovation has been approved by the State Construction office and the design review is currently underway. The project should be ready to bid by mid to late summer 2014.

Mr. Manring reported that communication is improving between the paving contractor and himself on the Burrell parking lot project. It will cost \$80,000 for fill dirt, the storm drain and gravel, but this cost does not include curbing and paving. The new water main and parking lot projects will now be combined. This project must be completed by December 2014, and a called meeting will need to be scheduled for Pre-Design selection sometime this summer.

Facilities and Maintenance are currently working on replacing exterior and interior lighting fixtures and bulbs.

The R5000 project will be a three-phase project, starting with the section of the Balsam parking lot closest to the National Guard Armory. The contractor will clean up following each phase prior to beginning the next phase.

The College hired an engineer to evaluate the lead ammunition issue at the Jackson County Firing Range. Minimal changes to contain future lead incursions, add a new access road and construct new lanes will cost \$1.5 - \$2 million.

Ms. Burnette presented and reviewed the proposed Budget Transfers (V.A.2.a.), Annual Local Budget Request (V.A.2.b.) and Annual College Budget Request (V.A.2.c.). Following discussion, Mr. Burrell moved to accept and approve the Budget Transfers. The motion was seconded by Mr. Holt and passed unanimously.

Ms. Burnette then presented the following policies and procedures 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.d.	Policy 3.03.02 –Solicitation on Campus
V.A.2.e.	Policy 4.01.10 – Professional Development
V.A.2.f.	Policy 4.02.15 – Employee Tuition Exemption
V.A.2.h.	Policy 4.02.16 – Wellness and Exercise Program
V.A.2.i.	Policy 4.03.03 – Disciplinary Action, Suspension and Dismissal
V.A.2.j.	Policy 4.04.10 – Intellectual Property
V.A.2.k.	Policy 4.05.06 – Social Media
V.A.2.m.	Policy 7.01.01 – Tuition and Fees
V.A.2.n.	Policy 7.01.02 – Optional Fees
V.A.2.p.	Policy 7.01.03 – Tuition and Fees Refund Policy
V.A.2.q.	Policy 7.01.04 – Extension Education Registration Refund Policy

V.A.2.r.	Policy 7.01.05 – Debt Collection – Students
V.A.2.s.	Policy 7.02.01 – Fiscal Year and Budgeting Process
V.A.2.t.	Policy 7.02.02 – Insurance, Bonding and Facsimile Signatures
V.A.2.u.	Policy 7.02.03 – Custody and Storage of Funds
V.A.2.v.	Policy 7.02.04 – Internal Controls and Audits
V.A.2.w.	Policy 7.02.05 – Salaries Withholdings and Salary and Wage Plan
V.A.2.x.	Policy 7.02.06 – Deposits and Investments of Cash Balances
V.A.2.z.	Policy 7.03.01 – Bookstore Operations and Auxiliary Enterprises
V.A.2.aa.	Policy 7.03.02 – Travel Reimbursement
V.A.2.cc.	Policy 7.03.03 – Traffic Regulations
V.A.2.dd.	Policy 7.03.05 – Purchasing
V.A.2.ee.	Policy 7.03.06 – Historically Underutilized Business Program
V.A.2.ff.	Policy 7.03.07– Self-Supporting Class
V.A.2.gg.	Policy 7.03.08 – Supplanting of Funds
V.A.2.ii.	Proposed Repeal of and Adoption of Title 1, Chapter E – “Student Tuition and Fees”

Following review and discussion, Mr. Cloer made a motion to approve the proposed revisions detailed in items V.A.2.d. through V.A.2.gg. The motion was seconded by Mr. Sutton and was passed unanimously. Following discussion, Mr. Davidson made a motion to approve Proposed Repeal of and Adoption of Title 1, Chapter E – “Student Tuition and Fees” pending specified revisions. Mr. Burrell seconded the motion, which passed unanimously.

Chairman Bell then called upon Vice President Ryan Schwiebert to report on Information Technology/Communications. Dr. Schwiebert reported that the IT department is now fully staffed and the migration from Novell to the AD server is nearly complete. The department is expanding the document imaging project, converting paper to online data. The department is working on upgrading all Windows XP to Windows 7. Dr. Schwiebert praised his department’s proactive response to the recent Heartbleed virus; not only did the department install all patches far in advance of formal notice by the System Office, it also reached out and assisted other community colleges in the system with their patches and repairs. IT is completing work on online registration and scholarship application processes, and has started a Twitter feed on SCC-IT, SCCInfoTech.

EXECUTIVE COMMITTEE

Under Action Items, Mr. Holt made a motion that the Full-Time Employee List (VI.A.1.), Additions to Full-Time Employee List (VI.A.1.a.) and Reemployment of Full-Time Employees List (VI.A.1.b.) be approved, which was seconded by Mr. Sutton and passed unanimously. Mr. Burrell then made a motion to approve Part-Time Employee List (VI.A.2.), Additions to Part-Time Employee List (VI.A.2.a.) and Reemployment of Part-Time Employees (VI.A.2.b.), which was seconded by Mr. Shields and was passed unanimously.

As an adjustment to the meeting agenda, Item VI.A.3. – Wine and Dine Under the Stars Gala was reclassified as an Information Item.

Dr. Tomas reported that Mr. Holt's term as a Board of Trustees' representative to the SCC Foundation Board of Directors was about to expire. Mr. Sutton made a motion to reappoint Mr. Holt for a 3-year term on the Foundation Board of Directors. Mr. Shields seconded the motion, which passed unanimously.

PRESIDENT'S EVALUATION

Mr. Bell announced that the President's Evaluation has been completed and discussed with Dr. Tomas. The evaluation of his performance was outstanding. Mr. Bell will mail the results of the President's Evaluation to the NCCCS Board of Directors on April 23, 2014 as required.

OTHER BUSINESS

Under Information Items in Other Business, Ms. Otto Selzer reported that the SCC Foundation is now able to accept credit card donations to the Foundation on-line. The SCC Foundation currently has \$279,920 in cash and pledges towards the Student Success Campaign and \$167,907 cash in the bank. Ms. Otto Selzer reported that planning is still underway for the Wine and Dine Under the Stars fundraising Gala. Ms. Otto Selzer also thanked the Board of Trustee for their support of the New Century Scholars program; 10% of all SCC students are New Century Scholars students.

Mr. Bell announced that he will call a special meeting of the Board of Trustees for June 10, 2014 at 5 PM in the Slagle Board Room of the Burrell building on Jackson campus.

Mr. Bell asked for a motion from the Board to move into Executive Session for the purpose of discussing a real estate matter under North Carolina General Statute 143-318.11 (a) (5). Mr. Burrell made a motion to go into Executive Session, which was seconded by Mr. Sutton and passed unanimously. The Board went into Executive Session at 6:17 PM. The Board of Trustees returned from Executive Session at 6:18 PM having taken no action.

The Board of Trustees then returned to Executive Session for purpose of discussing an employment contract matter under North Carolina General Statute 143-318.11 (a) (5) at 6:19 PM. The Board of Trustees returned from Executive Session at 6:45 PM having taken no action.

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

The meeting adjourned at 6:46 pm.

Terry Bell, Chairman
Board of Trustees

Don Tomas, Secretary
Board of Trustees