

**MINUTES OF THE BOARD OF TRUSTEES MEETING**  
**Southwestern Community College**

**July 29, 2008 - SCC Campus**

**Attending:**

Trustees

|                 |                 |
|-----------------|-----------------|
| Terry Bell      | Quayle Neslen   |
| Conrad Burrell  | Pete Penland    |
| Paul Holt       | William Shelton |
| Earl Hooper     | Jerry Sutton    |
| Mary Jane Letts | Kate Welch      |

College Staff

|                |                 |
|----------------|-----------------|
| Cecil Groves   | Susan McCaskill |
| Sharon Grasty  | Chuck Reece     |
| Janet Burnette | George Stanley  |
| Gene Couch     |                 |
| Connie Haire   |                 |

Guests: Ann Melton, Delos Monteith

The Board of Trustees of Southwestern Community College met for its regular quarterly meeting on July 29, 2008.

Chairman Conrad Burrell called the meeting to order at 5:07 p.m.

Ann Melton, Jackson County Clerk of Court, administered the oath of office to reappointed trustees, Conrad Burrell and Paul Holt.

Mr. Holt made a motion to approve the minutes of the quarterly meeting of April 22, 2008 as mailed. Dr. Neslen seconded the motion which carried unanimously.

Dr. Groves and Mr. Stanley provided an update on college facilities and property acquisitions.

Highlights included:

- Mr. Stanley recently gave a deposition for the lawsuit between the Groves Center contractor and his subcontractor. If a settlement is not reached, the suit will go to court on October 18. The college cannot close out the project until the suit is settled.
- Mr. Stanley noted the Forest Service move has been delayed but they expect to vacate the site by the end of September. The college will bring a recommendation to the Board at the October meeting regarding the removal of pines (pulp wood) on the site.
- The State has issued a design contract to the architect for the new Jackson Building and the schematic design should be complete by September 1. The building is expected to go to bid in May 2009.
- Macon County continues efforts to build a transition building on the Macon Campus. A tentative pre-bid meeting has been scheduled in October.
- NCDOT has employed a firm to design the connector road on the Jackson Campus with a possible construction start date of 2010.
- The dedication ceremony for the Holt Library will be held on Friday, September 5 at 11:00 AM.
- Dr. Groves commended the college's maintenance and grounds crew for their efforts in maintaining campus facilities and grounds.

Dr. Groves gave a brief update on the 2008 legislative short session. Overall, this year's budget appears to be favorable to the community colleges. SCC will receive additional funds for enrollment

growth and health care and anticipates additional funds related to being ranked as an exceptional college by the North Carolina Community College System. Dr. Groves noted the Legislature softened its position regarding a bill proposing stricter trustee oversight of college audit procedures

Dr. Groves reported the fiber network effort is almost complete. Installation of the new phone system is underway. This upgrade will be beneficial to the college's security efforts and increase its emergency capabilities.

### **CURRICULUM AND STUDENT SERVICES COMMITTEE**

Vice President McCaskill provided an update on continuing education programs and initiatives.

Projects include:

- an agreement has been reached with Angel Medical Center to hold the Certified Nursing Assistant lab class at the hospital
- enrollment in English as a second language classes continued to increase this summer
- preparing for the 21<sup>st</sup> Fire & Rescue College - fire and rescue personnel across the state will attend
- working with the Oconoluftee Job Corps to provide three vocational programs at the reopened center - pending final details from the Job Corps personnel
- LBJ Job Corps has approached the college about adding another welding instructor at their center
- increased volume at the Jackson firing range will eventually necessitate relocation of the range - discussions have been held with Macon County about the possibility of building a joint range

Vice President McCaskill presented and reviewed the Continuing Education Enrollment Totals (V A 1-a). In a recent report of the 58 North Carolina community colleges, SCC ranked number 19 in FTE in occupational courses.

Ms. McCaskill distributed a brochure for the Public Safety Center and reported she is in the process of developing brochures for the different areas of continuing education

Dr. Couch reviewed the Enrollment Comparison (V B 1-a). Enrollment is up approximately seven percent and this trend is expected to continue in the upcoming academic year.

Staff has been hired for the Jackson County Early College program which will be implemented on the Jackson Campus. The day care has relocated and the site has been refurbished to accommodate the Early College. Approximately 70 students will begin the program this fall. There are still some issues pending with the Blue Ridge School Early College.

Dr. Couch presented the Service Area Agreements (V B 1-c). Dr. Neslen made a motion that the Board accept the Service Area Agreements. Mr. Hooper seconded the motion which carried unanimously.

Due to escalating gas prices, the college is reviewing the class schedule format and exploring options to maximize student time at SCC and mitigate gas prices for students. Options discussed include additional on-line classes and clustering classes together. A study group was formed to look at

redesigning class schedules. If adopted, their recommendations will be implemented in January with the Spring 2009 Semester

Grant funds were recently secured to employ library consultants to review the college library needs and to see how the college could improve its facility. The consultants were impressed with the existing facility and reported it will accommodate college growth for the next twenty years. Updates to the carpet, lighting and furnishings were recommended to make the area more inviting

Dr. Couch presented details of the new SCC Honors Program (V B 1-f). Honors course work is designed to enrich and expand the traditional college course. The program was designed to link with a similar program at Western Carolina University. Students in the SCC program will be eligible to transfer into the WCU Honors College.

Dr. Couch introduced Delos Monteith, Institutional Research and Planning Officer. Mr. Monteith reviewed the 2008 Performance Measures and Standards Results for the college (V B 1-g). In 1999 the North Carolina Community College System implemented accountability measures and performance standards to measure the effectiveness of North Carolina community colleges. SCC was one of only seven institutions in the 58 college system to receive the exceptional college designation in 2008. The college earned this distinction based on its achievement in meeting or exceeding all eight of the performance measure standards. This designation entitles the college to receive a significant monetary contribution from the System Office.

Dr. Couch noted summer commencement will be held at 6:30 p.m. on Thursday, July 31. He also distributed a postcard the college is mailing to postal patrons and prospective students in lieu of costly curriculum schedules

Dr. Couch presented the Undocumented Alien Students statement (V B 2-a) for approval. Mr. Sutton made a motion that the Undocumented Alien Students statement be approved. Mr. Shelton seconded the motion which carried unanimously.

Vice President Haire provided a quarterly update on activities and highlights for the Macon Campus and Institutional Development area (V C 1-a). Enrollment continues to grow at the Macon Campus and it is anticipated it will meet or exceed the 300 FTE goal by next year. Upon meeting the 300 FTE goal, the college will be eligible for additional funding. The Early College will admit another 35-40 students this fall. Five additional program offerings have been added to the Macon program options and the college is also offering specially scheduled computer classes to accommodate Drake employees.

#### **FINANCE AND CAMPUS IMPROVEMENTS COMMITTEE**

Vice President Burnette reviewed the Local Revenue Analysis (VI A 1-a) and State Current Expenditures (VI A 1-b) for the period ending June 30, 2008.

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Ms. Burnette presented the Budget Transfers (VI A 2-a), Policy 7.21-Optional Fees (VI A 2-b) and Policy 3.2, Policy 3.43, Policy 3.44 (VI A 2-c) for approval. Mr. Holt made a motion that the Budget Transfers, Policy 7.21 - Optional Fees and Policy 3.2, Policy 3.43, Policy 3.44 be approved. Mr. Sutton seconded the motion which carried unanimously.

Ms. Burnette presented the proposed Verizon Wireless Telecommunication Facility Lease (VI A 2-d) for approval. Verizon Wireless is interested in enhancing its service in the Webster area and has approached the college regarding leasing a site on the Jackson campus as a location for a cellular tower. Ms. Burnette noted the tower would be designed to look like a natural part of the landscape and distributed photos detailing the proposed tower. Upon approval by the Board of Trustees, approval will be sought from the State Board. If approved by the State Board, the county will then proceed with a public hearing.

Following discussion, Mr. Holt made a motion that the college administration be authorized to make a counter offer to Verizon's proposed lease terms and negotiate a better lease amount. Mr. Bell seconded the motion which carried unanimously.

Mr. Stanley presented the new College Facilities Master Plan (VI A 2-e) for approval. The plan has been submitted to the State by the requested June 30 deadline. Mr. Sutton made a motion that the College Facilities Master Plan be approved. Mr. Holt seconded the motion which carried unanimously.

Mr. Stanley presented the Advance Planning Funds (VI A 2-e I). As requested, the master plan identified the top three capital project priorities in preparation for any future state bond funding and/or any county funded projects. An additional building on the Macon Campus was identified as the college's top capital project priority. The State has funded \$90,000.00 to design the building to be constructed. A matching amount is required from Macon County. After discussing the matter with the Macon County manager, it was Mr. Stanley's recommendation the item be tabled until the October quarterly meeting in hopes that more details would be available at that time. Following discussion, the Board agreed to table the item until the October meeting.

**EXECUTIVE COMMITTEE**

Mr. Penland made a motion that the Additions to the Full-Time Employee List (VII A-1), Additions to the Part-Time Employee List (VII A-2), Re-Employment of Full Time Employees 2008-2009 (VII A-3) and Potential Part-Time Employees 2008-2009 (VII A-4) be approved. Mr. Hooper seconded the motion which carried. Citing a conflict of interest, Ms. Welch abstained from voting on the Potential Part-Time Employees.

Chairman Burrell appointed Earl Hooper (representing Jackson County), Terry Bell (representing Macon County), and Kate Welch (representing Swain County) to the Nominating Committee for the 2008-2009 Board of Trustees officers. They will report back at the October Quarterly Board meeting.

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Mr. Holt made a motion that the Board enter Executive Session at 6:35 p.m. in accordance with General Statute 143-318.1 (a) (6) to discuss the presidential evaluation results. Mr. Hooper seconded the motion which carried unanimously. The Board entered Executive Session at 6:36 p.m.

The Board returned from Executive Session at 6:42 p.m. with no action taken.

Mr. Sutton made a motion to adjourn. Mr. Penland seconded the motion which carried unanimously.

The next quarterly Board of Trustees meeting is scheduled for Tuesday, October 28, 2008 at the Groves Center in Franklin

The meeting adjourned at 6:43 p.m.

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Conrad Burrell, Chairman  
Board of Trustees

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Cecil L. Groves, Secretary  
Board of Trustees

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Date