

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

**January 22, 2013 – SCC Campus**

**Attending:**

Trustees

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

Tracie Rice  
Gary Shields  
Jerry Sutton  
Kate Welch  
Lambert Wilson

Guests

Mary Otto-Selzer

College Staff

Don Tomas  
Nan Coulter  
Greg Bauguess  
Thom Brooks  
Janet Burnette

Krysta Cooper  
Sonja Haynes  
Chuck Reece  
Ryan Schwiebert

Jim Zoller

The Board of Trustees of Southwestern Community College (SCC) met for its regular quarterly meeting on January 22, 2013.

Chairman Terry Bell called the meeting to order at 5:10 pm and read the ethics statement.

Mr. Holt made a motion to approve the minutes of the quarterly meeting of October 30, 2012. Mr. Burrell seconded the motion, which carried unanimously.

**PRESIDENT'S REPORT**

Dr. Don Tomas announced that chemistry instructor Deanne Oppermann has been awarded the 2012-2013 R. J. Reynolds Excellence in Teaching Award by the North Carolina Community College System (NCCCS). Ms. Oppermann will be honored at a reception later in the month, and will formally receive the award at the SCC Academic Excellence ceremony on April 16, 2013.

Dr. Tomas updated the Trustees on the upcoming NCCCS 50<sup>th</sup> anniversary events. A producer will be on campus on February 4, 2013 to shoot an informational video on SCC, and Founding Trustee Paul Holt will be taped for the video.

**CURRICULUM AND STUDENT SERVICES COMMITTEE**

Chairman Bell asked Ms. Kate Welch to report on the Curriculum and Student Services Committee. Dean Sonja Haynes distributed and discussed the Continuing Education Class

Visitation Report, and gave a verbal report on preliminary Fall 2012 Continuing Education enrollment figures. She also gave a brief report on the Gaming classes.

Following the Continuing Education report, Ms. Welch asked Vice President Thom Brooks to report on Instructional and Student Services.

Dr. Brooks reported on preliminary enrollment figures for Spring 2013.

Dr. Brooks presented Policy 7.20 – Self-Supporting Class Policy (IV.B.1.a.) for review as required by the NCCCS Audit Division. Dr. Brooks then presented proposed Policy 5.5 – Accountability and Credibility Internal Audit Policy (IV.B.2.a.), a proposed revision to Policy 7.23 – Specific Fees (IV.B.2.b.) and proposed revision to Policy 8.22 – 2012-2013 College Calendar (IV.B.2.c.) for review and approval. Mr. Davidson moved to approve the proposed policies and revisions, and Mr. Wilson seconded the motion, which carried unanimously.

Finally, Dr. Brooks distributed the SCC Tutor Report and Writing Matters publications to the Trustees for informational purposes.

## **FINANCE AND CAMPUS IMPROVEMENT COMMITTEE**

Mr. 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 December 31, 2012 (V.A.1.a and V.A.1.b.).

Ms. Burnette presented and reviewed the Budget Transfers (V.A.2.a), proposed Policy 2.03 – Designer Services and Selection Procedure (V.A.2.b.) and proposed revisions to Policy 7.15 – Traffic Code (V.A.2.c.). Following discussion of Policy 2.03 – Designer Services and Selection Procedure, Mr. Holt made a request an amendment to the proposed policy to appoint the Chair of the Board of Trustees as a permanent member of all proposed future Designer Services Selection Committees. Ms. Burnette agreed to amend the proposed policy to reflect the requested change. Mr. Holt then made a motion to approve the Budget Transfers and proposed policies, contingent on the accurate amendment of Policy 2.03. Mr. Burrell seconded the motion which carried unanimously.

Ms. Burnette then requested approval to advertise for, screen and hire a designer to begin developing a Facility Master Plan (FMP) for the Macon Campus and the Sutton Public Safety Training Center. Dr. Tomas reported to the Trustees that SCC has agreed to relinquish one

classroom at the Macon Annex to Macon County as requested by Macon County Manager Jack Horton, leaving SCC with 4 classrooms at the Macon Annex. Mr. Holt made a motion to approve the request to advertise for, screen and hire a designer to begin developing the FMP for the SCC facilities in Macon County. Mr. Davidson seconded the motion, which passed unanimously.

Dr. Tomas then made a presentation to the Board reviewing the proposed renovation to Founder Hall on the Jackson Campus, covering the proposed new food service and student gathering area, Cosmetology renovation and exterior renovations. He then moved on to report on the proposed greenspace/quad, parking configurations and water hydrant related to the Founder Hall renovations, and concluded with the proposed renovations to the Welding Instruction area located in the Summit building.

Ms. Burnette then outlined the financial issues related to these renovations and requested the Trustees approve moving forward with the current preliminary design proposals and current design firm. Mr. Davidson made a motion to approve this request, which was seconded by Ms. Welch and carried unanimously.

Mr. Holt then called upon Vice President Ryan Schwiebert to report on Information Technology/Communications. Dr. Schwiebert had no comments at this time.

### **EXECUTIVE COMMITTEE**

Under Action Items, Mr. Sutton made a motion that the Full-Time Employee List (VI.A.1.a) and Part-Time Employees List (VI.A.2.a) be approved. Mr. Wilson seconded the motion which carried unanimously.

Dr. Tomas briefly described a request from the North Carolina Association of Community College Trustees (NCACCT) that each community college appoint a Legislative Liaison from the Board of Trustees. Dr. Tomas will discuss this request with the administrators at NCCCS and other presidents at the quarterly Presidents' Meeting in Durham later in the week and bring the request up again for discussion at the April 30 Board of Trustees meeting.

Mr. Bell reminded the Trustees that the annual President's Evaluation that was mailed to them on January 16 must be completed and submitted to him by March 15, 2013.

Dr. Tomas reviewed the two proposed College logo designs and reported that the majority of those responding to the requested survey preferred the design with the mountains and lettering. Based on these responses, the President's Cabinet has proposed that the Board of Trustees approve and adopt this logo design for the College. Mr. Burrell made a motion to approve and

adopt the mountain and lettering logo. The motion was seconded by Mr. Sutton, and was unanimously approved.

Mr. Bell announced that the next quarterly Board of Trustees meeting will be held on April 30, 2013.

Mr. Burrell made a motion to adjourn the meeting. Mr. Davidson seconded the motion which carried unanimously.

The meeting adjourned at 6:00 pm, and was followed by a presentation by Jim Zoller, Chair of the SCC Foundation Board of Directors and Mary Otto-Selzer, Foundation Board member.

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Terry Bell, Chairman  
Board of Trustees

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Don Tomas, Secretary  
Board of Trustees