

**MINUTES OF THE BOARD OF TRUSTEES BI-MONTHLY MEETING**  
**Southwestern Community College**

**August 9, 2022 – SCC Jackson Campus**

**Attending:**

Trustees

Sue Bartlett            Luke D. Hyde  
Jeff Cloer                Mark Jones  
Vance Davidson        Beth Lofquist  
Ken Henke                Lambert Wilson

College Staff

Don Tomas                Lisa Kim Fisher  
Scott Baker                Tyler Goode  
Thom Brooks                Megan Nicholson  
Nan Coulter

**Absent**

Cory McCall, Heber Najera, Brett Rogers, Gary Shields

The Board of Trustees of Southwestern Community College (SCC) met for their bi-monthly meeting on August 9, 2022 in the Charles Siler Slagle Board Room of the Conrad G. Burrell Building on the Jackson campus.

**CALL TO ORDER**

Chairman Lambert Wilson called the meeting to order at 5:07 p.m. and read the Conflict of Interest Statement. A quorum was present for the meeting.

**OATH OF OFFICE**

Jackson County Assistant Clerk of Court Kelly Rich administered the oath of office to reappointed Trustees Vance Davidson and Mark Jones.

**ELECTION OF BOARD OFFICERS**

Mark Jones reported to the Trustees that the Nominations Committee met in mid-June and have nominated Lambert Wilson to serve as Chairman, Vance Davidson to serve as Vice Chairman, and Don Tomas to serve as Secretary to the Board. No other nominations were made by the Board, and Ms. Bartlett made a motion to approve the candidates proposed by the Nominating Committee. The motion was seconded by Mr. Jones and passed unanimously.

Mr. Wilson then appointed Mr. Hyde and Dr. Lofquist to serve as chairs of the Finance and Campus Improvement and Curriculum and Student Services Committees, respectively.

## **PREVIOUS MEETING'S MINUTES**

Mr. Wilson asked for a motion to approve the minutes of the Board of Trustees Meeting of May 24, 2022. Mr. Cloer made a motion to approve the minutes as presented, and Mr. Hyde seconded the motion, which passed unanimously.

## **PRESIDENT'S REPORT**

Dr. Tomas updated the Board on the NCGA short session, the status of the annual budget, and the 3-year Presidents' Association agenda. He also reported that NCCCS President Thomas Stith has resigned and Dr. Bill Carver has been appointed the interim President of the NCCCS.

Dr. Tomas announced that Jean Ellen Forrister has resigned from the Board of Trustees, and the Jackson County Board of Commissioners will appoint a replacement for her. Dr. Tomas also reported that the College is awaiting the Governor's appointment to the Board from the Qualla Boundary.

Dr. Tomas reported that the Fall Kick-Off event went well.

Dr. Tomas announced that EdNC, a statewide proponent of community colleges, will be visiting the College September 20 and 21 to learn more about the College, its mission, vision, and goals.

Dr. Tomas reported that Chick-fil-A will be selling a limited menu of their offerings once per week on the Jackson and Macon campuses, and Café '64 will be launching online ordering in the near future.

## **CURRICULUM AND STUDENT SERVICES**

Curriculum and Student Services Committee Chair Beth Lofquist asked Dr. Thom Brooks, Executive Vice President for Instruction and Student Services, to report to the Board.

Dr. Brooks reported on the Spring 2022 Workforce and Continuing Education enrollment and Summer 2022 Curriculum enrollment.

Under Action Items for the Board to consider, Dr. Brooks presented revisions to Policy 4.01.03 – Workload Curriculum Faculty and Policy 6.03.03 – Sex Discrimination and Harassment Policy – Title IX. Following review and discussion, Mr. Davidson made a motion to approve the policies as revised, which was seconded by Mr. Hyde and passed unanimously.

## **FINANCE AND CAMPUS IMPROVEMENT**

Finance and Campus Improvement Committee Chair Mr. Luke D. Hyde asked Vice President for Financial and Administrative Services Lisa Kim Fisher to give a report on Local Revenue Analysis and State Budget Expenditures.

Under Action Items, Ms. Fisher presented the Budget Allocations and Transfers for review and discussion, as well as revisions to the following policies:

Policy 4.02.20 – Personal Observance Leave

Policy 4.02.21 – Boosted Supplemental Leave

Policy 4.03.05 – Sex Discrimination and Harassment Policy – Title IX

Policy 7.03.02 – Travel Reimbursement Policy

Policy 7.03.05 – Purchasing Policy

Procedure 7.02.01.02 – Optional Fees

Mr. Hyde made a motion to approve the Budget Allocations and Transfers and policy revisions as proposed, which was seconded by Mr. Jones and passed unanimously.

Interim Director of Facilities and Operations Scott Baker gave an update on the Firing Range, the Fire Rescue Training Facility, and the Groves Center Expansion plans.

Under Action Items, Mr. Baker presented a 3-1-P form for the proposed cell tower location on the Jackson campus. Following review and discussion, Mr. Davidson made a motion to approve the 3-1-P form, which was seconded by Mr. Hyde and passed unanimously.

## **EXECUTIVE COMMITTEE**

Chairman Wilson announced that the NCACCT Leadership seminar will be held in Asheville September 7 through 9.

Under Action Items, Chairman Wilson presented the full-time and part-time employee lists for review and approval. Mr. Hyde made a motion to approve the employee lists as presented, which was seconded by Mr. Cloer and passed unanimously.

## **OTHER BUSINESS**

Megan Nicholson, Emergency Services/Safety Coordinator for SCC, gave a presentation to the Board on the implementation and deployment of classroom and office supplies for various safety situations, and she distributed personal protective equipment to the Board.

Chairman Wilson reminded the Board that the SCC Foundation Gala for Student Scholarships will be held on September 24 at Harrah's Cherokee Convention Center, and urged all Trustees to attend, purchase table sponsorships, and bid on the silent auction items.

With no other business before the Board, Dr. Lofquist made a motion to adjourn the meeting, which was seconded by Mr. Hyde and passed unanimously. The meeting adjourned at 6:42 p.m.

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Lambert Wilson, Chairman  
Board of Trustees

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Don Tomas, Secretary  
Board of Trustees

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