

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

**July 28, 2015 – SCC Jackson Campus**

**Attending:**

Trustees

Terry Bell  
Conrad Burrell  
Vance Davidson  
Jean Ellen Forrister  
Paul Holt  
Mark Jones

College Staff

Don Tomas  
Thom Brooks  
Nan Coulter  
Tyler Goode  
Lynda Parlett

Guests:

Tiffany Allen, Curtis Dowdle, Sgt. Joseph Melvin, Jr., Lisa Sizemore

**Absent**

Jeff Cloer  
Jeremy Hyatt  
Libby Knight  
Gary Shields  
Lambert Wilson

The Board of Trustees of Southwestern Community College (SCC) met for its regular quarterly meeting on July 28, 2015 in the Charles Siler Slagle Board Room of the Conrad Burrell Building on the Jackson campus.

Chairman Terry Bell called the meeting to order at 5:03 pm and read the Ethics and Conflict of Interest statement.

**OATH OF OFFICE**

Dr. Tomas introduced Ms. Jean Ellen Forrister, newly appointed by the Jackson County Board of Commissioners to the Board of Trustees, and she was sworn in by Ann Melton, Jackson County Clerk of Superior Court. Also sworn in was Mr. Bell, reappointed by the Macon County Board of Commissioners.

**PREVIOUS MEETINGS' MINUTES**

Mr. Bell asked for a motion to approve the minutes of the quarterly meeting of April 28, 2015 and the Special Called Board Meeting of May 18, 2015. Mr. Holt made a motion to approve both sets of minutes as presented, and Mr. Burrell seconded the motion, which carried unanimously.

## **PRESIDENT'S REPORT**

Dr. Tomas reported to the Board that Dr. R. Scott Ralls, president of the North Carolina Community College System, is resigning to become President at Northern Virginia Community College (NOVA) in September 2015.

Dr. Tomas gave a status report on several NC House and NC Senate bills that impact NC community colleges, including auditing requirements, veterans' tuition, high-achieving high school seniors, increases in high school and community college graduation rates, cabinet-level information technology and funding for summer session FTEs.

Dr. Tomas reported on the Law/Legislative Seminar hosted by the NC Association of Community College Trustees that he attended with Mr. Bell and Mr. Jones April 8 through 10 in Raleigh. The keynote speaker at the seminar was Governor Pat McCrory. The NC Association of Community College Presidents also met at the seminar and have drafted their 2015-2017 Budget Priorities for the NC General Assembly, focusing primarily on bringing salaries of NC community college employees up to national averages, allocating funding for STEM equipment, earmarking funding for community college-employed career coaches in high schools, authorizing year-round funding for FTEs and in-state tuition funding for veterans and their dependents. The NCACCP is also requesting that the NCGA return 100% of the proposed \$4 per credit hour tuition increase back to the community colleges to support program and operational expenditures. Dr. Tomas asked the Trustees to please carry the NCACCP Budget Priorities forward in their communities and with their legislators.

Dr. Tomas introduced Mr. Stanley Kingsberry, an SCC Automotive Technology student and his instructor Mr. David Myers, and Mr. Kingsberry gave a presentation to the Trustees on his patented magnetic wrench technology. On behalf of the College, Mr. Goode then presented Mr. Kingsberry with a framed display of recent newspaper articles publicizing the magnetic wrench and Mr. Kingsberry.

## **CURRICULUM AND STUDENT SERVICES COMMITTEE**

Chairman Bell asked Executive Vice President for Instruction and Student Services Dr. Brooks to report on Workforce Innovations and Instruction and Student Services.

Dr. Brooks reported on Workforce Innovations and provided the Board with information on the Spring and Summer 2014 Class Visitation Summary and the Fall 2014 Workforce Innovations Enrollment Report. There were no issues of concern identified in the Class Visitations.

Dr. Brooks announced the College's Spring Commencement Exercises will be held on Friday, May 8, 2015 at 5 PM for Health Sciences and 7:30 PM for Career Technology and Curriculum,

and invited all Trustees to attend. The Spring 2015 Commencement will be the largest in the College's history, breaking the previous record set at the Spring 2014 Commencement.

Dr. Brooks reviewed the NCCCS final FTE and enrollment reports for continuing education programs. SCC's Workforce Innovations enrollment showed an 8% increase during 2014 for occupational FTE. This was the second highest growth rate among the 58 community colleges (which showed an average decline of 7%). SCC's Basic Skills program was the only one in the state that showed enrollment growth. Workforce Innovations and Curriculum class schedules (summer magazines) will be arriving in mailboxes during April. SCC has experienced significant response from the public since resuming these publications last year.

Dr. Brooks then presented the revisions to two procedures outlined in Chapters 3 and 5 of the College Policies and Procedures Manual. These procedures listed below are being added or revised to align SCC with the requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Board is not required to vote on new or revised procedures, but Dr. Brooks reviewed them with the Board for informational purposes.

- 3.03.09.01 – Substantive Change Procedure
- 6.01.01.02 – Admissions – International Students
- 6.01.01.03 – Admissions – Career and College Promise
- 6.01.01.05 – Admissions – Individual Approvals
- 6.02.01.01 – Administrative Withdrawal Procedures
- 6.02.01.02 – Student Withdrawals
- 6.04.05.01 – Student Clubs and Organizations Official Recognition

Dr. Brooks presented the following new or revised policies from Chapters 3, 5, 6, 7 and 8 of the College Policies and Procedures Manual for approval by the Board. With the exception of new Policy 3.03.09, which is being added to meet SACSCOC requirements, the revisions in the other policies reflect changes in job titles during the past year.

- Policy 3.03.09 – Substantive Change
- Policy 5.01.05 – Academic Advising
- Policy 6.01.01 – Admissions
- Policy 6.01.02 – Registration
- Policy 6.02.01 – Attendance Requirements and Student Classifications
- Policy 6.02.02 – Grading System
- Policy 6.02.04 – Academic Progress
- Policy 6.02.05 – Academic Honors
- Policy 6.02.06 – Repeating Courses and Course Substitutions
- Policy 6.02.07 – Course Credits – Transfer, Previously Earned Credits and Credit in Residence
- Policy 6.02.09 – Course Credit – Advanced Placement and CLEP
- Policy 6.03.01 – Campus Security Reporting – Clery Act

Policy 6.03.03 – Discrimination and Unlawful Harassment  
Policy 6.03.06 – Student Conduct Review  
Policy 6.04.02 – Commencement  
Policy 6.04.05 – Student Clubs and Organizations  
Policy 6.04.07 – Student Records  
Policy 7.01.06 – Residence Classification and Reclassification for Tuition  
Policy 8.22 – 2015-2016 College Calendar

Mr. Davidson made a motion to approve the listed policies as proposed, which was seconded by Mr. Burrell and passed unanimously.

## **FINANCE AND CAMPUS IMPROVEMENT COMMITTEE**

Chairman Bell then asked Vice President for Financial and Administrative Services Cliff Stalter to report on Business Services.

Mr. Stalter reviewed the Local Revenue Analysis and State Current Expenses for the period ending March 31, 2015 (VI.A.1.a and VI.A.1.b.). Mr. Stalter informed the Trustees that the 2014 Financial Audit will be completed this week and preliminary indications are that the auditors are pleased. He will provide the official results at the July 28, 2015 Board meeting. Mr. Stalter also provided a budget update. We possibly could see an increase in our allocation since our FTE increased approximately 4%. A possible salary increase (if approved by the NCGA) would be covered by an increase in State funds. Mr. Stalter anticipates a medical insurance cost increase of 5% to 8% and retirement of 3% to 5%

Mr. Stalter reported that a recent Federal ruling requires that all governmental agencies adopt Accounting and Financial Reporting for Pensions, GASB 68 to disclose the unfunded liability of its pension plan. This will result in changes in SCC's accounting practices, and while the number is unknown to the Business Office at this time, it is expected to be significant.

Mr. Stalter reviewed two proposed procedure changes, 4.01.02.01 – Employment Procedures and 4.02.01.01 – Benefits Procedure, for informational purposes (changes to College procedures do not require Board approval).

Mr. Stalter then presented and reviewed the proposed Budget Transfers (VI.A.2.a.) for review and approval. Mr. Cloer made a motion to approve the Budget Transfers as presented, which was seconded by Mr. Burrell and passed unanimously.

Mr. Stalter briefly reviewed new and proposed changes to the following policies for Board approval:

Policy 3.01.01 – Hazard Communication Program  
Policy 3.02.09 – Energy Use and Conservation Policy

Policy 3.03.00 – Student or Employee Lists  
Policy 3.03.02 – Solicitation on Campus  
Policy 4.01.05 – Employment Salary Plan  
Policy 4.02.12 – Family and Medical Leave Act  
Policy 4.03.05 – Discrimination and Unlawful Harassment  
Policy 4.03.08 – Reduction in Force – Involuntary Leave Without Pay  
Policy 4.05.05 – Video Surveillance System and Records  
Policy 3.03.04 – Resource Development Strategies – Gift Acceptance (reviewed  
by Ms. Parlett)

Mr. Holt moved to approve the policies, which was seconded by Mr. Sutton and was unanimously approved.

Mr. Stalter gave the Board an update report on Facility and Construction projects at SCC, and presented an Amended Project Application for Project 1943 – Renovation/Additions to Founders Hall and Bradford Hall for review discussion and approval by the Board. Mr. Burrell made a motion to approve the amended project application, which was seconded by Mr. Holt and passed unanimously.

### **EXECUTIVE COMMITTEE**

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

The Board then reviewed proposed revisions to the SCC Board of Trustees Constitution and By Laws that included updated position titles and chain of command updates. Following discussion, Mr. Davidson made a motion to approve the proposed changes, which was seconded by Mr. Cloer and passed unanimously.

### **INSTITUTIONAL RESEARCH AND PLANNING**

Mr. Dean reported to the Board on the results of the SENSE Survey and gave an update on Vision 2017.

### **INSTITUTIONAL DEVELOPMENT**

Ms. Parlett reported to the Board the results of the 2013-2014 SCC Foundation Financial Audit. No discrepancies or areas of concern were noted by the auditors.

## **OTHER BUSINESS**

Under Other Business, Mr. Stalter introduced Ms. Lisa Sizemore, the new Director of Human Resources.

Ms. Parlett introduced Mr. Brett Woods, the new Director of SCC Foundation, and gave a report on plans to host a fund-raising gala on July 25, 2015 at Harrah's Cherokee Casino and Resort. Mr. Woods is also planning on organizing "The 1964 Society", as well as developing alumni and retiree associations to support the fund-raising efforts of the Foundation.

Ms. Parlett reviewed proposed minor revisions to the College Mission Statement for increased clarity. Following discussion, Mr. Cloer made a motion to approve the proposed revisions to the College Mission Statement, which was seconded by Mr. Jones and approved unanimously.

Mr. Bell informed the Board that three finalists have been selected by the College Pre-Design Selection Committee to make presentations to the Board of Trustees. He asked for motion to schedule a Special Called Meeting of the Board to hear these presentations. A quorum of the Board will need to be present. Each design firm would be given 20 minutes to make their presentation and answer questions. Following the presentations, the Board will deliberate and rank the finalists in order of preference. Following discussion, Mr. Davidson made a motion to meet for the Special Called Meeting on Monday, May 18 at 5 PM in the Slagle Board Room. Mr. Burrell seconded the motion, which passed unanimously.

Dr. Tomas presented a revision to the Macon Campus Master Plan to add a Fire Sciences building. The current building has exceeded its expected usage span and will need to be replaced. Dr. Tomas also presented the Memorandum of Understanding between Macon County and SCC for the land adjacent to the current Siler Farms Road SCC Campus for expansion of that campus. Following discussion, Mr. Sutton made a motion to accept the addition of the Fire Sciences building to the Macon Campus Master Plan and to approve the Memorandum of Understanding between Macon County and SCC. Mr. Cloer seconded the motion, which passed unanimously.

## **CLOSED SESSION**

Mr. Bell requested a motion to enter into Closed Session under the provisions of North Carolina General Statute 143-318.11 (6) to consider the performance of an employee. Mr. Holt made the motion to enter into Closed Session, which was seconded by Mr. Burrell and unanimously approved. The Board of Trustees went into Closed Session at 6:20 PM.

The Board of Trustees returned from Closed Session at 6:24 PM, having taken no action. Mr. Holt made a motion to extend the President's Employment Contract by one year. Mr. Cloer seconded the motion, which passed unanimously.

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

The meeting adjourned at 6:25 pm.

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Terry Bell, Chairman  
Board of Trustees

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Don Tomas, Secretary  
Board of Trustees