

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

January 25, 2011- SCC Campus

Attending:

<u>Trustees</u>		<u>College Staff</u>	
Terry Bell	Pete Penland	Richard Collings	Ryan Schwiebert
Conrad Burrell	Tracie Rice	Sharon Grasty	George Stanley
Vance Davidson	William Shelton	Thom Brooks	
Paul Holt	Jerry Sutton	Janet Burnette	
Libby Knight	Kate Welch	Susan McCaskill	
Brenda Oocumma	Lambert Wilson	Chuck Reece	

Guests: Kevin Kopp, Delos Monteith

The Board of Trustees of Southwestern Community College met for its regular quarterly meeting on January 25, 2011.

Chairman Conrad Burrell called the meeting to order at 5:05 p.m. and read the ethics statement. Mr. Burrell thanked everyone for the expressions of concern following his recent accident and surgery.

Mr. Holt made a motion to approve the minutes of the quarterly meeting of October 26, 2010 and special meeting of November 23, 2010. Mr. Sutton seconded the motion which carried unanimously.

PRESIDENT'S REPORT

Dr. Collings distributed and reviewed a report of his activities for the period October 26, 2010 to January 17, 2011 (III A).

Institutional Research and Planning Officer, Delos Monteith, provided an overview of the college's Institutional Effectiveness Plan and presented a copy of the 2010 Plan. He noted the annual plan is required by the North Carolina Community College System Office.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Vice President McCaskill provided an update on continuing education programs and initiatives. She noted students from 16 states are enrolled in the latest National Park Service class and provided an example of the new Sony E-Readers used in the program. The Jobs Now Program initiative concluded in December. The program was successful, serving 406 students in 26 classes. The Defensive Driving Program continues to grow; and, on-line classes providing mandated in-service training for North Carolina law officers are also projected to grow.

Ms. McCaskill presented and reviewed Policy 5.5 - Accountability and Credibility Internal Audit Plan (IV A 2-a). Mr. Davidson made a motion that Policy 5.5 - Accountability and Credibility Internal Audit Plan be approved. Mr. Penland seconded the motion which carried unanimously.

Ms. McCaskill presented and reviewed Policy 7.20 - Self-Supporting Class (IV A 2-b). Mr. Holt made a motion that Policy 7.20 - Self-Supporting Class be approved. Mr. Sutton seconded the motion which carried unanimously.

Ms. McCaskill presented and reviewed Policy 7.23 - Specific Fees (IV A 2-c). Mr. Penland made a motion that Policy 7.23 - Specific Fees be approved. Mr. Sutton seconded the motion which carried unanimously.

Vice President Brooks reviewed the Spring Enrollment Data for curriculum courses (IV B 1-a). He reported there was an approximate 3.6 percent increase in FTE for Spring semester enrollment. Final enrollment data for Fall semester 2010 indicated a seven percent increase in FTE.

**Board of Trustees
January 25, 2011
Page 2**

Dr. Brooks provided an update on instructional and student services activities. As part of the NC-Net initiative, SCC will be hosting a workshop on January 28 focusing on threat assessment and behavior intervention as related to students. The college has a student assessment team on campus, but plans on moving to a more proactive model. Nominations are currently being sought for the 2011 Dallas Herring Award. Guidelines for the award are located on the college website and Dr. Brooks encouraged trustees to nominate a deserving student.

In Dr. Haire's absence, Vice President Burnette presented a quarterly update on activities and highlights for the Macon Campus and Institutional Development area (IV C 1-a).

FINANCE AND CAMPUS IMPROVEMENTS COMMITTEE

Mr. Stanley provided an update on college facilities and building projects. A bid opening for the Burrell Building was held in December and Vannoy Construction of Jefferson, NC was the low bidder. There were three contractors attending the bid opening to protest, with two of them writing letters afterwards. The bid will be awarded as soon as a notice to proceed is received from the State Budget Office. Problems are being experienced with the water system at the Swain Center.

Vice President Burnette reviewed the Local Revenue Analysis (V A 1-a) and State Current Expenditures (V A 1-b) for the period ending December 31, 2010.

Ms. Burnette presented the Budget Transfers (V B 2-a) for approval. Mr. Holt made a motion that the Budget Transfers be approved. Mr. Bell seconded the motion which carried unanimously.

Ms. Burnette presented Policy 4.34 - Vacation Leave (V B 2-b) for approval. Mr. Sutton made a motion that Policy 4.34 - Vacation Leave be approved. Mr. Penland seconded the motion which carried unanimously.

Vice President Schwiebert provided an update on information technology and telecommunication projects. He noted his department has accomplished a great deal Fall semester. Installation of the new phone system is almost complete on the Jackson Campus. The next phase will be installation of the new system at the Sutton Public Safety Center. The virtualization project is also progressing well. Other projects underway include the "My SCC Portal" and beta testing of online software access for students.

EXECUTIVE COMMITTEE

Mr. Penland made a motion that the Additions to the Full-Time Employee List (VI A-1) and Additions to the Part-Time Employee List (VI A-2) be approved. Ms. Welch seconded the motion which carried unanimously.

Mr. Bell made a motion that the Board enter Executive Session in accord with NC G.S. 143-318.11, subsection (a) (1) to prevent the disclosure of confidential personnel information pursuant to General Statute Section 115D-29; subsection (a) (3) to discuss matters protected by the attorney-client privilege; and subsection (a) (6) to consider the job performance and fitness of an individual employee. Ms. Welch seconded the motion which carried unanimously. The Board entered Executive Session at 6:25 p.m.

The Board returned from Executive Session at 7:35 p.m. with no action taken.

Mr. Holt made a motion that the meeting be recessed until 5:00 p.m. on Tuesday, February 8, 2011. Mr. Sutton seconded the motion which carried unanimously.

The quarterly Board of Trustees meeting reconvened on Tuesday, February 8, 2011.

**Board of Trustees
January 25, 2011
Page 3**

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Terry Bell	Pete Penland
Conrad Burrell	Tracie Rice
Vance Davidson	William Shelton
Paul Holt	Jerry Sutton
Libby Knight	Kate Welch
Brenda Oocumma	Lambert Wilson

Guest: Kevin Kopp

Chairman Burrell called the meeting to order at 5:05 p.m.

Mr. Holt made a motion that the Board enter Executive Session in accord with NC G.S. 143-318.11, subsection (a) (1) to prevent the disclosure of confidential personnel information pursuant to General Statute Section 115D-29; subsection (a) (3) to discuss matters protected by the attorney-client privilege; and subsection (a) (6) to consider the job performance and fitness of an individual employee. Mr. Bell seconded the motion which carried unanimously. The Board entered Executive Session at 5:06 p.m.

The Board returned from Executive Session at 5:15 p.m. with no action taken.

Mr. Davidson made a motion that the Board of Trustees accept Dr. Collings' resignation. Ms. Knight seconded the motion which carried unanimously.

Mr. Shelton made a motion that college attorney, Kevin Kopp, be authorized to finalize the terms of Dr. Collings' severance package with his attorney. Mr. Wilson seconded the motion which carried unanimously.

Mr. Sutton made a motion that Janet Burnette serve as interim president until a new president assumes the position. Her salary will be set consistent with the state president's salary schedule. Ms. Welch seconded the motion which carried unanimously.

Mr. Holt made a motion that Ms. Burnette be given full authority as interim president to make college personnel decisions including hiring, dismissal and transferring of employees. Mr. Wilson seconded the motion which carried unanimously.

Mr. Holt briefly reviewed the previous presidential search process and provided an update on the status of the finalists involved. Following discussion, Mr. Penland made a motion that the Board of Trustees follow through with pursuing the number two finalist. Mr. Wilson seconded the motion which carried unanimously.

A special meeting of the Board is scheduled for Tuesday, February 22, 2011 at 5:00 p.m.

Ms. Grasty distributed copies of the Statement of Economic Interest Form and reminded trustees completed forms are due to the State Ethics Commission by April 15.

The next quarterly meeting of the Board is scheduled for Tuesday, April 26, 2011.

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

The meeting adjourned at 5:40 p.m.

Conrad Burrell, Chairman
Board of Trustees

Janet Burnette, Secretary
Board of Trustees

Date