

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

January 23, 2001, 6:00 P.M. - SCC Campus

Attending:

Terry Bell	Harvey Hyatt	Cecil Groves	Susan McCaskill
Carolyn Blanton	Ed Madden	Sharon Grasty	Joan Moulton
Hope Braswell	Quayle Neslen	Jim Campbell	Hank Shuler
Conrad Burrell	Pete Penland	Gene Couch	Scott Sutton
Paul Holt	Jerry Sutton	George Stanley	
Earl Hooper	Jan Unger	Dwight Wiggins	
George Hooper	Kate Welch	Beth Graham	

Guests: Kevin Pennington, Chuck Reece

The Board of Trustees of Southwestern Community College met for its regular quarterly meeting, with dinner preceding the meeting at 6:00 p.m., on January 23, 2001.

Chairman Conrad Burrell called the meeting to order at 7:00 p.m.

Mr. Holt made a motion to approve the minutes of the quarterly meeting of October 24, 2000. Mr. Sutton seconded the motion which carried.

REPORTS OF OFFICERS:

President - Cecil Groves

Dr. Groves introduced Dr. Kevin Pennington, Director of Community College Education at Western Carolina University. Dr. Pennington is assisting Southwestern in designing a campus in Macon County. For the past three weeks, he has been conducting focused conversations with selected Macon County individuals. Dr. Pennington will compile the information gained from these conversations into a report for the college in an effort to ensure that the programs most needed in Macon County will be offered at the new campus. Dr. Pennington thanked the college for the opportunity to be involved in the process and noted it was a great learning experience for him.

Business Services - George Stanley

Vice President Stanley reported that the on-site portion of the fiscal audit conducted by the State Auditor's Office should be completed this week with no apparent exceptions. Auditors have been at the college reviewing fiscal records since November.

A bid opening will be held January 24 for the next phase of the college internal renovation project. A contract will be awarded if a bid is received under budget. An open house will be held on January 31 for the Learning Assistance Center. This project was recently completed as part of the college's

multi-phase renovation project. Dr. Groves invited the Trustees to visit the new center. Mr. Stanley reported that college property acquisition/exchange efforts are also progressing.

Continuing Education -Dwight Wiggins

Vice President Wiggins had no report. He called upon Scott Sutton, Cherokee and Swain Center Director, to provide a report on activities and renovations at the Swain Center. Mr. Sutton reported that landscaping for the center is almost forty percent complete and invited the Trustees to visit the new Cisco Lab which was recently completed with the use of grant funding. Dr. Groves praised Scott's efforts as a center administrator and noted that he is also a gifted musician.

Instructional Services - Gene Couch

No report.

Student/Institutional Development - Connie Haire

No report.

Technology/Telecommunications - Jim Campbell

No report. Dr. Groves informed the Board that Vice President Campbell had recently hosted a two-day visit with a reporter from the Asheville Citizen Times researching the college's technology initiatives. Dr. Groves credited Mr. Campbell and Dr. Couch's efforts in the areas of technology and academics for enabling SCC to be the leader among North Carolina community colleges in the development of new programs.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Vice President Wiggins reviewed the Class Visitation Report for Fall 2000-2001 (ATTACHMENT 1). Mr. Wiggins noted that the visitation report for Summer was not included but would be mailed to the Board next week.

Mr. Wiggins gave a brief report on Continuing Education enrollment figures. The Fall reporting period for Continuing Education has just ended so a detailed report is not available at this time. Mr. Wiggins briefly detailed on-line courses recently implemented through Continuing Education.

Mr. Wiggins presented the Service Area Agreements (ATTACHMENT 2). This request is in response to a memo from the North Carolina Community College System Office requesting that colleges set up procedures for such agreements.

Mr. Holt made a motion that the Board of Trustees delegate authority to the college president to enter into specific short-term written service area agreements. Dr. Neslen seconded the motion which carried.

Vice President Couch reviewed the New Student Survey (ATTACHMENT 3).

Dr. Couch presented the 2001-2002 College Calendar for approval (ATTACHMENT 4). Mr. Sutton made a motion that the 2001-2002 College Calendar be approved. Mr. Bell seconded the motion which carried.

Dr. Couch presented the Cyber Crime Technology Program (ATTACHMENT 5), Virtual Office Assistance Program (ATTACHMENT 6), Associate of Fine Arts Program (ATTACHMENT 7) and Therapeutic Massage Program (ATTACHMENT 8) for approval. Mr. Bell made a motion that the Cyber Crime Technology Program, Virtual Office Assistance Program, Associate of Fine Arts Program and Therapeutic Massage Program be approved. Mr. Earl Hooper seconded the motion which carried.

Dr. Couch presented the Probation/Suspension Policy (ATTACHMENT 9) for approval. Mr. Earl Hooper made a motion that the Probation/Suspension Policy be approved. Mr. Madden seconded the motion which carried.

Dr. Couch briefly detailed two new program initiatives currently under consideration by Instructional Services - a Surgical Technology collaboration with Blue Ridge Community College and a Surveying program. Both initiatives are in response to an indicated need by area employers.

Mr. Wiggins provided details of a new class being developed for heavy equipment operators. The Jackson County Economic Development Commission recently identified a need for trained heavy equipment operators in the area and had contacted Mr. Wiggins requesting that SCC look into the matter. Upon further investigation, the college has determined there is a shortage of heavy equipment operators and will offer classes in heavy equipment operation this Spring.

In Vice President Haire's absence, Dr. Groves reviewed the quarterly update on activities and highlights for the Student and Institutional Development division (ATTACHMENT 10).

FINANCE AND CAMPUS IMPROVEMENTS COMMITTEE

Vice President Stanley reviewed the Local Revenue Analysis (ATTACHMENT 11) and Expenditures (ATTACHMENT 12) for the period ending December 31, 2000.

Mr. Holt made a motion that the Budget Transfers/Amendments for the period ending December 31, 2000 (ATTACHMENT 13) be approved. Mr. Earl Hooper seconded the motion which carried.

EXECUTIVE COMMITTEE

Mr. Holt made a motion that the additions to the Full-Time Employee List (ATTACHMENT 14) and additions to the Part-Time Employee List (ATTACHMENT 15) be approved. Mr. Hyatt seconded the motion which carried.

Mr. Stanley presented the Re-Employment of Retired State Employees of North Carolina Policy for approval (ATTACHMENT 16). Mr. Holt made a motion that the Re-Employment of Retired State Employees of North Carolina be approved. Mr. Sutton seconded the motion which carried.

Dr. Groves asked the Board to consider a motion for a resolution honoring deceased college employee, Jim Ashe. Mr. Earl Hooper made a motion that a resolution from the Board of Trustees be prepared to honor Jim Ashe. Mr. Sutton seconded the motion which carried. The resolution will be presented to Mr. Ashe's family at the April quarterly Board meeting.

Chairman Burrell distributed copies of the Board of Trustee committee assignments for 2000-01.

Chairman Burrell congratulated Dr. Groves on his appointment to the Rural Internet Access Authority and noted this appointment was commendable for the college and its service area.

Dr. Neslen made a motion that the Board enter Executive Session at 8:02 p.m for the purpose of discussing real estate and potential litigation issues. Mr. Sutton seconded the motion which carried. After a brief recess, the Board entered Executive Session at 8:10 p.m. The Board returned from Executive Session at 8:55 p.m.

The next quarterly Board of Trustees meeting is scheduled for Tuesday, April 24, 2001.

The meeting adjourned at 8:55 p.m.

Conrad Burrell, Chairman
Board of Trustees

Cecil L. Groves, Secretary
Board of Trustees

Date