

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

January 25, 2005 - SCC Campus

Attending:

Trustees

Terry Bell	Ed Madden
Conrad Burrell	Quayle Neslen
Virginia Cranfield	Pete Penland
Harvey Hyatt	Robert Simpson
Leon Jones	Kate Welch

College Staff

Cecil Groves	Gene Couch
Sharon Grasty	Dwight Wiggins
Janet Burnette	Chuck Reece
Jim Campbell	

Guests: Sonja Haynes, Patti Long, Susan McCaskill, Delos Monteith, Laura Pennington, Ryan Schwiebert, Sandra Weden

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 25, 2005.

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

Mr. Penland made a motion to approve the minutes of the quarterly meeting of October 26, 2004 as mailed. Mr. Bell seconded the motion which carried.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Vice President Wiggins reported that the State Auditor has just completed Southwestern's program audit. In order to comply with a statewide request, the college is in the process of developing a supply fee policy which will be in compliance with auditing requirements. The System Office has mandated that all fees charged to students be processed through the college business office. This necessitates Board approval of a fee schedule. The new policy must be in place by next year's audit. Creation of the policy is complicated due to the varied nature of the continuing education course offerings. Mr. Wiggins plans to bring a policy to the Board of Trustees for approval by the April quarterly meeting.

Vice President Wiggins reviewed the Fall 2004 Continuing Education Enrollment Report (IV A 1-b). Enrollment is up five percent over Fall 2003. The greatest increase was in the area of the Job Corps classes. The college realized a short-term negative impact on Continuing Education FTE when flood damage at the LBJ Job Corps Center necessitated sending students home for almost a month. However, the addition of a new curriculum, Concrete Masonry, and the resumption of the regular class schedule contributed to the recent growth in that area. Mr. Wiggins called upon Susan McCaskill. Ms. McCaskill provided an update on Continuing Education vocational programs offered at the LBJ Job Corps Center and distributed photos of the students involved in classroom activities.

Vice President Couch provided an update on the Nursing Program. As a result of the possible dissolution of the Region A Nursing Consortium, the Board of Trustees approved SCC seeking independent nursing program status at the October 2004 quarterly meeting. Dr. Couch and his staff

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have devoted a great deal of time and energy to this effort. The consortium has continued to meet in the ensuing months, but at this time its status is still uncertain.

Dr. Couch reported that enrollment figures for Spring Semester 2005 indicate another record enrollment for the college. Data also indicates that the college's retention efforts are positively impacting enrollment.

Dr. Couch presented the College Calendar 2005-2006 (IV B 2-a) for approval. Mr. Bell made a motion that the College Calendar 2005-2006 be approved. Ms. Welch seconded the motion which carried.

Dr. Couch presented Policy 6.9, Transfer Credit/Previously Earned Credit (IV B 2-b) for approval. Mr. Simpson made a motion that Policy 6.9 be approved. Mr. Penland seconded the motion which carried.

Dr. Neslen departed the meeting at 7:20 p.m.

In Vice President Haire's absence, Laura Pennington provided a quarterly update on activities and highlights for the Student and Institutional Development area (I V C 1-a). Ms. Pennington called upon Sonja Haynes to provide an overview of activities planned for the college's 40th anniversary celebrations. Ms. Haynes reported receptions/dinners have been successfully held to honor past and present trustee and foundation members and gave a brief recap of activities planned this spring to commemorate the anniversary. She noted the annual dinner theater will be held on April 1 and an all-day community celebration will be held on April 2. Ms. Haynes also distributed an SCC Foundation brochure and provided a brief recap of how foundation donations are used to assist students.

FINANCE AND CAMPUS IMPROVEMENTS COMMITTEE

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, 2004.

Ms. Burnette presented the Budget Transfers (V A 2-a) for approval. Mr. Penland made a motion that the Budget Transfers be approved. Mr. Simpson seconded the motion which carried.

Vice President Campbell called upon Ryan Schwiebert who provided an update on the conversion to the Information System of the Future. Mr. Schwiebert is coordinating the conversion which is an ongoing process involving the information technology and business office staff, requiring a significant number of work hours and travel time. The college is on schedule with its conversion. As of this date, the financial and human resource departments have been successfully converted. The next step will be conversion of the accounts receivable and financial aid areas with an anticipated conversion date for the student records area by 2006.

EXECUTIVE COMMITTEE

Dr. Groves provided an update on construction and property acquisition efforts. The lawsuit involving the Nichols property has been settled and relocation of the Cashiers Center will commence soon. However, it has been determined that the adjacent Nichols property is actually more suitable for the college's needs as it could be converted into classroom space in a relatively short period of time and with a minimum of expense. At their request, the county commissioners have been informed of the college's preference. Efforts regarding acquisition of the Forest Service property adjacent to the college are currently stalled. The new Macon County campus initiative is progressing well. A recent briefing in Macon County was very well-received. The college is coordinating its plans for the facility with the architect for the new Macon County library. Construction is anticipated to begin in the spring with a Summer 2006 opening date.

Delos Monteith reviewed the college's Institutional Effectiveness and Strategic Plan. The plan is a dual purpose document required by the System Office which is used in assessment and planning and to document the college's planning efforts for SACS accreditation. Mr. Monteith presented copies of the 9th edition of the Southwestern Community College Fact Book. The Fact Book provides an overview of the college, its students and its service area.

Mr. Hyatt made a motion that the additions to the Full-Time Employee List (VI B-1), and additions to the Part-Time Employee List (VI B-2) be approved. Mr. Simpson seconded the motion which carried.

Mr. Bell made a motion that the Board enter Executive Session at 8:08 p.m. for the purpose of discussing personnel issues in accord with G.S. 143-318.11(a)(6). Mr. Simpson seconded the motion which carried. The Board entered Executive Session at 8:10 p.m.

The Board returned from Executive Session at 8:28 p.m.

Mr. Penland made a motion that employment terms for Laura Pennington, Director of Community and Resource Development, be amended to a half-time basis with her salary and benefits to be prorated accordingly. These terms would be in effect for a period not to exceed twenty-four months. Mr. Jones seconded the motion which carried.

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

The next quarterly Board of Trustees meeting is scheduled for Tuesday, April 26, 2005.

The meeting adjourned at 8:32 p.m.

Conrad Burrell, Chairman
Board of Trustees

Cecil L. Groves, Secretary
Board of Trustees

Date