

MINUTES OF THE BOARD OF TRUSTEES QUARTERLY MEETING
Southwestern Community College

November 27, 2018 – SCC Jackson Campus

Attending:

Trustees

Terry Bell	Jeremy Hyatt
Jeff Cloer	Luke D. Hyde
Doug Cody	Libby Knight
Vance Davidson	Gary Shields
Jean Ellen Forrester	Stephen Steen
Karl Gillespie	Lambert Wilson
Ken Henke	

College Staff

Don Tomas
Marc Boberg
Thom Brooks
William Brothers
Nan Coulter
Johnathan Dean
Tyler Goode

Absent

Mark Jones

Guest

Jim Falbo, Tiffany Henry, Annette Kesgen, Scott Mitchell, Cheryl Renfro

The Board of Trustees of Southwestern Community College (SCC) met for their bi-monthly meeting on November 27, 2018 in the Charles Siler Slagle Board Room of the Conrad G. Burrell Building on the Jackson campus.

CALL TO ORDER

Chairman Terry Bell called the meeting to order at 5:00 p.m. and read the Ethics and Conflict of Interest statement.

OATH OF OFFICE

Chairman of the Finance and Campus Improvement Committee Vance Davidson administered the Oath of Office to newly appointed Student Representative to the Board of Trustees Stephen Steen. Mr. Steen was then welcomed to the Board by Chairman Bell.

PREVIOUS MEETINGS' MINUTES

Mr. Bell asked for a motion to approve the minutes of the Board of Trustees Meeting of September 25, 2018. Mr. Davidson made a motion to approve the minutes as presented, and Mr. Hyde seconded the motion, which carried unanimously.

PRESIDENT'S REPORT

Dr. Tomas reported on the legislative agenda drafted by the North Carolina Association of Community College Presidents.

CURRICULUM AND STUDENT SERVICES

Ms. Libby Knight, the Chair of Curriculum and Student Services Committee, asked Dr. Thom Brooks, Executive Vice President for Instruction and Student Services, to report on Curriculum and Student Services.

Dr. Brooks recognized Tiffany Henry, Director of the Small Business Center at Southwestern Community College, for being awarded the 2018 State Director Award for the North Carolina Community College System Small Business Center Network. Ms. Henry has been the Director of Professional Development for the SBCN since 2017, and through her work with clients and students of the SCC Small Business Center, has been instrumental in 25 new business start-ups, creating more than 100 new jobs in Jackson, Macon and Swain counties. Ms. Henry will receive this award at the SBCN awards dinner on January 17, 2019 in Raleigh.

Dr. Brooks then introduced Mr. James Falbo, Mechatronics/Electronics Engineering Technology Program Coordinator/Instructor and his student Mr. Scott Mitchell. Mr. Mitchell reported to the Board that he had designed and constructed three SWAT robots for the Jackson County, Macon County and Swain County Sheriff's Departments. Mr. Mitchell also related his experiences as a student at SCC.

Dr. Brooks reviewed the Summer 2018 Workforce Continuing Education enrollment with the Board. Enrollment was down roughly 3% due to changes in Job Corps enrollment, but increased at the Public Safety Training Center due to online course adjustments. The Fall 2018 Curriculum enrollment was down 1.8% over the previous year as a reflection of the improvement of the economy, but this decrease was much less than most community colleges in the state. Pre-registration numbers for Spring 2019 are looking optimistic.

Dr. Brooks provided divisional updates for Instruction and Student Services, then reviewed new Procedure 6.02.09.01 – Course Credit Advanced Placement and CLEP with the Board.

FINANCE AND CAMPUS IMPROVEMENT

Mr. Davidson asked Mr. William Brothers, Vice President for Financial and Administrative Services, reported to the Trustees on Finance and Campus Improvement.

Mr. Brothers reviewed the Local Revenue Analysis and State Budget Expenditures with the Board. Both are tracking as expected for this time in the fiscal year and the College in is good shape for budget utilization.

Under Action Items, Mr. Brothers presented the Budget Transfers for the period September through October, 2018. Following review, Mr. Cloer made a motion to approve the Budget Transfers as presented, which was seconded by Mr. Shields and passed unanimously.

FACILITY UPDATE

Dr. Boberg presented the Facilities Update, consisting of updates on the Bradford HVAC renovation, Burrell Bridge repairs, Campus Signage, the Fire Rescue Training Facility, the Firing Range, the Health Sciences building, the Facility Services building, Parking Lot D, the PSTC Driving Range, and the Summit building renovation.

EXECUTIVE COMMITTEE

Dr. Tomas presented a list of former Trustees who qualify to be nominated as Trustee Emeritus. The list will be distributed to the Board for review, along with the nomination form for completion and submission for consideration by the Executive Committee.

Mr. Bell presented the Full Time and Part Time Employees Lists for review and approval. Following review, Mr. Gillespie made a motion to approve the Full Time and Part Time Employee Lists, which was seconded by Mr. Wilson and passed unanimously.

OTHER BUSINESS

Dr. Tomas recognized two of the three staff members of the Upward Bound Program, Director Annette Kesgen and Upward Bound Academic Advisor Cheryl Renfro. These two staff members, along with Upward Bound Academic Advisor Erica Muse, were involved in a potentially fatal bus fire while leading a group of Upward Bound students on a community service project on April 28, 2018. In honor of their quick and professional response to this incident, the Board of Trustees issued a proclamation designating April 28 of each year as Upward Bound Day. Dr. Tomas presented the

proclamation to Ms. Kesgen and Ms. Renfro, with the thanks and appreciation of the Board of Trustees.

Dr. Tomas announced that the SCC Holiday Party will be held on December 13 and all Trustees and their families are 6:00 p.m. on Wednesday, December 19 and all Trustees are encouraged to attend.

Dr. Tomas reviewed the 2019 Board of Trustees meeting schedule with the Board.

Under Action Items, Dr. Tomas informed the Board that the 3-1 form for the Health Sciences building has been approved by the State Board of Community Colleges prior to the awarding of the EDA grant to help fund the construction costs of the building. He presented the Board with the revised 3-1 form that includes the EDA grant award, and informed the Board they would be required to approve the revised form and application. Mr. Cody made a motion to approve the revised 3-1 form and application as presented, which was seconded by Mr. Hyde and passed unanimously.

Mr. Cody requested a point of personal privilege and extended his thanks to the College and students for hosting the series of local political candidate debates this past fall.

With no other business before the Board, Ms. Forrister made a motion to adjourn the meeting. Mr. Wilson seconded the motion which carried unanimously. The meeting adjourned at 5:49 p.m.

Terry Bell, Chairman
Board of Trustees

Don Tomas, Secretary
Board of Trustees