

**MINUTES OF THE BOARD OF TRUSTEES BI-MONTHLY MEETING**  
**Southwestern Community College**

**November 19, 2019 – SCC Jackson Campus**

**Attending:**

Trustees

Megan Beck  
Vance Davidson  
Jean Ellen Forrister  
Ken Henke  
Jeremy Hyatt  
Luke D. Hyde

Mark Jones  
Libby Knight  
Cory McCall  
Brett Rogers  
Lambert Wilson

College Staff

Don Tomas  
William Brothers  
Nan Coulter  
Cheryl Davids  
Johnathan Dean

**Guests**

Jake Mallonee, Bethany McCall, Tallulah McCall, Sawyer McCall, Wren McCall, Ann Melton, David Myers, Jerry Sutton

**Absent**

Jeff Cloer, Doug Cody, Gary Shields

The Board of Trustees of Southwestern Community College (SCC) met for their bi-monthly meeting on November 19, 2019 in the Charles Siler Slagle Board Room of the Conrad G. Burrell Building on the Jackson campus.

**CALL TO ORDER**

Chairman Lambert Wilson called the meeting to order at 5:01 p.m. and read the Ethics and Conflict of Interest statement.

**OATH OF OFFICE**

Clerk of Superior Court Ann Melton administered the Oath of Office to two newly appointed Trustees Cory McCall and Brett Rogers, both of Macon County. Vice Chairman Vance Davidson administered the Oath of Office to newly appointed Student Representative Megan Beck.

## **PREVIOUS MEETINGS' MINUTES**

Mr. Wilson asked for a motion to approve the minutes of the Board of Trustees Meeting of September 24, 2019. Mr. Hyde made a motion to approve the minutes as presented, and Mr. Davidson seconded the motion, which carried unanimously.

## **PRESIDENT'S REPORT**

Dr. Tomas reported that the System Office will be releasing the Operations budget on December 12 and the College will present the budget proposal to the Board at the January 28, 2020 meeting for approval. House Bill 231 regarding salary increases was vetoed by the Governor and will be taken up again by the NC General Assembly in January 2020.

Dr. Tomas informed the Board that he will be attending the SACSCOC annual meeting December 7<sup>th</sup> through 10<sup>th</sup>.

Dr. Tomas reminded the Board that the College will conduct a Retreat for the Board of Trustees on Friday, February 21, 2020, with a snow date of February 28. All Trustees are strongly encouraged to attend.

## **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 introduced Mr. Jake Mallonee, a current Automotive Technology student, who shared his student experiences with the Board. Mr. Mallonee was accompanied by Mr. David Myers, Automotive Technology Program Coordinator/Instructor.

Dr. Brooks reported on enrollment for the Fall 2019 semester. He also presented 2 national articles that featured SCC initiatives and faculty.

Dr. Brooks also presented information on how SCC faculty members manage textbook and course material costs for students to maintain affordable instruction. SCC saved students approximately \$10,000 in the Fall 2019 semester by offering e-textbooks, textbook rental, selecting textbooks that cover multiple semesters of a subject, and developing no-textbook courses.

Under Action Items, Dr. Brooks presented the 2020 – 2021 academic calendar, Policy 6.01.01 – Admissions and Policy 6.04.02 – Completion of Academic Programs, formerly known as the Commencement policy, for review, discussion and approval. Following discussion, Ms. Forrister made a motion to approve the 2020- 2021 academic calendar and both policies as presented, which was seconded by Mr. Hyde and passed unanimously.

## **FINANCE AND CAMPUS IMPROVEMENT**

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

Mr. Brothers reviewed the Local Revenue Analysis and State Budget Expenditures with the Board.

Under Action Items, Mr. Brothers presented posted entries instead of budget transfers since the College budget has not yet been approved. Mr. Hyatt made a motion to approve the posted entries as presented, which was seconded by Mr. Hyde and passed unanimously.

## **FACILITY UPDATE**

Mr. Brothers presented the Facilities Update, sharing photos of the Health Sciences building project. Mr. Brothers stated there are no updates currently on the Fire Rescue Training Facility. Mr. Brothers reported that the College received bids for the Firing Range, but all bids were higher than acceptable.

Under Action Items, Mr. Brothers presented a 3-1-P form and lease agreement for the Swain County Headstart program. Following discussion, Mr. Davidson made a motion to approve the 3-1-P form and lease, which was seconded by Mr. Hyatt and passed unanimously.

## **EXECUTIVE COMMITTEE**

Under Information Items, Ms. Coulter informed the Board that she had provided them each with an updated Trustee Contact List, notified the Board that they are able to order Trustee business cards for their use, and reviewed the order form with them.

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

Mr. Wilson also presented the proposed Board of Trustees meeting scheduled for 2020. Following review and discussion, Mr. Davidson made a motion to approve the schedule as presented, which was seconded by Mr. Hyde and passed unanimously.

## **OTHER BUSINESS**

Dr. Tomas reminded the Board of the SCC PSTC National Park Service – Park Ranger Law Enforcement Academy #103 Graduation on Friday, December 6 at 11 AM in PSTC #114, the SCC Holiday Party on Thursday, December 12 at 5:30 PM in Burrell Conference Center, and the SCC Fall 2019 Commencement Exercises on Wednesday, December 18 at 6 PM in Myers Auditorium (assemble at 5:30 PM), and encouraged the Trustees to attend all three events.

Dr. Tomas asked Mr. Scott Baker, Vice President for Information Technology at SCC, to update the Board on campus safety and security following the lockdown on September 16, 2019. Mr. Baker provided information to the Board on the lockdown and recommendations for a safe campus environment moving forward.

With no other business before the Board, Mr. Hyatt made a motion to adjourn the meeting. Mr. Davidson seconded the motion which carried unanimously. The meeting adjourned at 6:05 p.m.

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Lambert Wilson, Chairman  
Board of Trustees

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Don Tomas, Secretary  
Board of Trustees