

MINUTES OF THE BOARD OF TRUSTEES QUARTERLY MEETING
Southwestern Community College

April 24, 2018 – SCC Jackson Campus

Attending:

Trustees

Terry Bell	Luke D. Hyde
Jeff Cloer	Mark Jones
Doug Cody	Libby Knight
Vance Davidson	Bobbi Mathews
Jean Ellen Forrister	Gary Shields
Karl Gillespie	Lambert Wilson
Jeremy Hyatt	

College Staff

Don Tomas	Nan Coulter
Scott Baker	Johnathan Dean
Marc Boberg	Tyler Goode
Thom Brooks	Vicki Holzkecht
William Brothers	Lynda Parlett

Absent

Paul Holt

Guest

Elizabeth Sellers, Jackson County Early College Student; Rob Johnson and Stan Anthony of Boomerang Design; Jim Stewart of Stewart Cooper Newell; Mike Calhoun and Joel Setzer of Vaughn and Melton

The Board of Trustees of Southwestern Community College (SCC) met for their quarterly meeting on April 24, 2018 in the Charles Siler Slagle Board Room of the Conrad G. Burrell Building on the Jackson campus.

Chairman Terry Bell called the meeting to order at 5:03 p.m. and read the Ethics and Conflict of Interest statement.

DESIGNER SELECTION PRESENTATIONS FOR FIRE RESCUE TRAINING FACILITY

The Board heard presentations from two designer/engineering firms that presented proposals on the Fire Rescue Training Facility: Boomerang Design and Stewart Cooper Newell/Vaughn and Melton.

PREVIOUS MEETINGS' MINUTES

Mr. Bell asked for a motion to approve the minutes of the Board of Trustees Meeting of January 23, 2018. Mr. Davidson made a motion to approve the minutes as presented, and Mr. Cloer seconded the motion, which carried unanimously.

PRESIDENT'S REPORT

Dr. Tomas informed the Trustees that the State Board of Community Colleges has passed a requirement that all community colleges in North Carolina schedule no more than 12 paid holiday leave days for eligible employees.

Dr. Tomas reported that the Public Safety Training Center has scheduled graduation of Class #100 of the National Park Service Seasonal Law Enforcement Officer Academy for April 27, 2018 at 1 p.m. in Myers Auditorium on the Jackson campus. This marks the 40th anniversary of the SLE Academy at the College, and all Trustees are encouraged to attend.

Dr. Tomas informed the Trustees that Senate Bill 420 regarding governing boards of community colleges in North Carolina will be scheduled for the legislative short session.

Dr. Tomas reported that the RFPs for the College monument signs have been posted.

CURRICULUM AND STUDENT SERVICES

Mr. Bell asked Dr. Thom Brooks, Executive Vice President for Instruction and Student Services, to report on Curriculum and Student Services.

Dr. Brooks introduced Elizabeth Sellers, a Jackson County Early College student, who spoke to the Trustees about her experiences and opportunities resulting from her enrollment as an Early College student at the College.

Under Information Items, Dr. Brooks reviewed the Fall 2017 Workforce Continuing Education enrollment report and gave a brief overview of the Program Updates for January through March 2018. Dr. Brooks announced that the College's Spring Commencement Exercises are scheduled for Saturday, May 12, 2018, with Health Sciences scheduled at 10:00 a.m., Arts & Sciences and Early College at 1:30 p.m. and Career Technologies scheduled at 4:00 p.m., all in Myers Auditorium on the Jackson campus. All Trustees are encouraged to attend.

Under Action Items, Dr. Brooks presented the following policies and procedures for review and approval:

Procedure 5.02.09.01 – Library Collection Development Process (review only)

Policy 5.02.09 – Library Collection Development (new)

2018-2019 SCC College Calendar (revised)

Following review and discussion of these policies, Mr. Shields made a motion to approve the policies as presented, which was seconded by Mr. Cloer and passed unanimously.

FINANCE AND CAMPUS IMPROVEMENT

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

Mr. Brothers reported that both the Local Revenue Analysis and State Current Expenditures are on target for this point in the fiscal year, and gave a status update on the local budget presentations.

Mr. Brothers announced that the College had completed two successful audits during the first quarter – the Financial Audit and the Purchasing Audit. The Financial Audit was clean with no compliance issues and only one recommendation. The Purchasing Audit, automatically triggered by the retirement of Michael Ramsey, Coordinator of Procurement, revealed one error and four areas of immaterial findings noted by the auditor. Mr. Brothers also reported that the Foundation Audit was clean with no errors.

Under Action Items, Mr. Brothers presented the budget transfers and two policies for review and discussion; Policy 4.02.08 – Voluntary Shared Leave and Policy 7.01.03 – Tuition and Fees Refund. Following discussion, Mr. Hyatt made a motion to approve the Action Items as presented, which was seconded by Mr. Wilson and passed unanimously.

Dr. Marc Boberg, Director of Facility Services and Operations, presented the Facilities Update, consisting of updates on the Health Sciences building, Maintenance building, the renovation to the Summit building, the Fire Rescue Training Facility and new Parking Lot D.

Under Action Items, the Board discussed the designer presentations for the Fire Rescue Training Facility from the beginning of the meeting and Mr. Shields made a motion to select Stewart Cooper Newell/Vaughn and Melton to design and engineer the Fire Rescue Training Facility. Mr. Hyatt seconded the motion, which passed unanimously.

EXECUTIVE COMMITTEE

Mr. Bell asked Dr. Tomas to discuss the Trustee Self-Evaluation process with the Board. Dr. Tomas informed the Trustees that a proposed evaluation instrument will be presented at the July 24, 2018 Board meeting for review, discussion and approval.

Mr. Bell presented the quarterly Full-Time and Part-Time Employee Lists and reappointed Full-Time and Part-Time Employee Lists for review and approval. Mr. Cloer made a motion to accept the Lists as presented, which was seconded by Mr. Shields and passed unanimously, with Mr. Hyatt abstaining from voting due to a potential conflict of interest involving a Part-Time employee.

Dr. Tomas presented a proposed revision to Policy 3.03.04 – Fundraising Gifts and Grants for review and discussion. The revision is to the policy title to make it easier to reference. Following discussion, Mr. Wilson made a motion to approve the revised title change, which was seconded by Mr. Cloer and passed unanimously.

OTHER BUSINESS

Dr. Tomas announced that Ms. Lynda Parlett, Executive Director of Development, is retiring effective June 1, 2018 after 5 years at the College and a total of 32 years of employment by the State. He thanked her for her work and efforts at the College, which was acknowledged by the Board.

CLOSED SESSION

Mr. Bell asked a motion to enter into Closed Session under North Carolina General Statute 143-318.11(a)(6) - Personnel. Mr. Davidson made the motion, which was seconded by Mr. Wilson and passed unanimously. The Board of Trustees then went into Closed Session at 6:38 p.m.

At 6:40 p.m., Board returned from Closed Session, having taken no action.

Upon returning from Closed Session, Mr. Gillespie made a motion to extend Dr. Tomas' contract for an additional year. The motion was seconded by Mr. Hyatt, and passed unanimously.

With no other business before the Board, Mr. Shields made a motion to adjourn the meeting. Ms. Forrister seconded the motion which carried unanimously. The meeting adjourned at 6:41 p.m.

Terry Bell, Chairman
Board of Trustees

Don Tomas, Secretary
Board of Trustees