

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

October 22, 2013 – SCC Macon Campus

Attending:

Trustees

Terry Bell Libby Knight
Conrad Burrell Brenda Oocumma
Jeff Cloer Tracie Rice
Vance Davidson Gary Shields
Dewayne Elders Lambert Wilson

College Staff

Don Tomas Tyler Goode
Nan Coulter Daniel Manring
Thom Brooks Lynda Parlett
Janet Burnette Chuck Reece
Cheryl Davids Ryan Schwiebert
Johnathan Dean Mary Otto Selzer

Guest

John Herrin

Absent:

Paul Holt, Jerry Sutton

The Board of Trustees of Southwestern Community College (SCC) met for its regular quarterly meeting on October 22, 2013 in the Board Room of the Cecil Groves Center on the Macon campus.

Chairman Terry Bell called the meeting to order at 5:04 pm and asked for a motion to approve the minutes of the quarterly meeting of July 23, 2013 and the Special Called Meeting of October 7, 2013. Mr. Burrell made a motion to approve the minutes as presented, and Mr. Shields seconded the motion, which carried unanimously.

Chairman Bell read the Ethics and Conflict of Interest statement.

PRESIDENT'S REPORT

Dr. Don Tomas reported on the success of the Retention Action Teams (RATs) presentation conducted by Vice President for Instructions and Student Services Dr. Thom Brooks and Executive Director of Student Success Cheryl Contino-Conner at the 2013 Annual Congress of the Association of Community College Trustees in Seattle October 2 – 5, 2013. During the past three years, SCC's retention rate has increased from 61% to 74% due in large part to the efforts of RATs. Mr. Davidson also commented on the high-quality presentation at the ACCT Congress.

Dr. Tomas spoke briefly about the \$860,000 community assistance grant awarded by the Golden Leaf Foundation to SCC for workforce training in Swain, Jackson and Macon counties to implement the new Mechatronics Engineering Technology program.

Dr. Tomas also gave a brief status update on the Student Success Campaign.

Dr. Tomas reported that he and several administrators and faculty plan to attend the annual SACS conference in Atlanta December 6 – 10, 2013.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Chairman Bell asked Vice President for Instruction and Student Services Dr. Thom Brooks to report on Workforce Innovations in Dean Sonja Haynes' absence. Dr. Brooks reviewed the preliminary Workforce Innovations enrollment data for Summer 2013 (IV.A.1.a.).

Following the Workforce Innovations report, Mr. Bell asked Dr. Brooks to report on Instructional and Student Services.

Dr. Brooks reviewed the curriculum enrollment report for Fall 2013, then reviewed the Program Audit report. SCC received a good outcome with no exceptions and a few suggestions and constructive feedback from the auditor.

Dr. Brooks reported on the Retention Action Team (RATs) presentation at the ACCT Annual Congress in Seattle earlier in the month. The presentation was well-received, and Dr. Brooks reported that SCC's retention ranking in the state increased from 46th to 4th in 3 years.

Dr. Brooks announced that SCC has been nominated for the Bellweather Award for exceptional workforce development, instructional programs and college infrastructure. Dr. Brooks also reported that SCC received a grant from GoldenLEAF and will proceed with acquiring and installing equipment and developing training for Advanced Manufacturing at the Swain County Business, Education & Training Center. The College is working with ConMet to identify equipment needs and all equipment should be purchased and installed by February 2014. Occupational training will begin in March 2014, and curriculum and high school dual enrollment will begin with the Fall 2014 semester. The College is also currently conducting recruitment for the Advanced Manufacturing Program Coordinator position.

The College will begin two new programs during the Fall 2014 semester – Mechatronics Engineering and Computer Integrated Manufacturing.

Under Action Items, Dr. Brooks proposed revisions to two policies: 6.11 – Attendance Requirements, and 8.22 – College Calendar for 2014-2015. Jeff Cloer made a motion to approve these policies as presented, which was seconded by Vance Davidson and passed unanimously.

Mr. Bell briefly paused the agenda to introduce Mr. John Herrin, a newly appointed Trustee from Swain County. Mr. Herrin was appointed by the Governor's office to replace Ms. Kate Welch.

Mr. Herrin thanked Mr. Bell for the introduction and said he is looking forward to serving on the Board of Trustees. Mr. Herrin will be officially sworn in by Jackson County Clerk of Superior Court Ann Melton prior to the next quarterly Board of Trustees meeting in January 2014.

FINANCE AND CAMPUS IMPROVEMENT COMMITTEE

Chairman Bell then asked Executive Vice President and Chief Financial Officer Janet Burnette to report on Business Services.

Ms. Burnette reviewed the Local Revenue Analysis and State Current Expenses for the period ending September 30, 2013 (V.A.1.a and V.A.1.b.).

Ms. Burnette asked Mr. Daniel Manring, Coordinator of Administrative and Facility Projects, to report to the Board on the Facility Update. Mr. Manring announced that the Burrell Building project #1371 is almost complete and when the state verifies the remaining balance of the project budget, the College will publish the Requests For Proposals (RFPs) and begin the parking lots projects.

Mr. Manring reported that the College has been working with a consultant on renovation recommendations and options for the Jackson County Firing Range.

Mr. Manring advised the Board that the College is moving forward on the Founders Hal/Bradford Hall renovation project. The architectural contract has been awarded the Bowers, Ellis & Watson as approved at the Special Called Board of Trustees meeting of October 7, 2013. Bowers, Ellis & Watson will submit a proposed contract to the College for approval and presentation to the State Construction office.

Mr. Manring reported that the NC Department of Transportation has been doing an excellent job of keeping the College informed on the status of the R5000 project. No work pertaining to the R5000 project is currently underway on the SCC campus and none is anticipated in the near future. The contractor, Devere, will provide fill dirt for the new Burrell parking lot projects from their excavation work on R5000. Mr. Manring reported to the Board on the results of his research into their inquiry of building a retaining wall behind the Burrell Building: such a project would cost a minimum of \$450,000 without drainage estimates. Due to high cost, the College has decided to move forward with developing 54 parking spaces for this area as originally planned.

Dr. Tomas gave an update to the Board on the Macon Master Plan Facility. The College has outgrown the Groves Center and the Macon County Board of Commissioners has requested that, due to their increasing needs for Information Technology space, SCC vacate the space currently being used in the Macon Annex adjacent to the County Courthouse. The Jerry Sutton Public

Safety Training Center (PSTC) is also under facility review; increased demand for program space indicates the College needs 30,000 additional square feet of space in the industrial park there for program expansion. Based on the facility constraints at the three Macon County campus locations, the facility master plan architects Bowers, Ellis & Watson have developed two proposals:

- 1) Designing and constructing a new three-story wrap-around building at the current PSTC location. This project would include an expanded paved parking lot at the PSTC campus. No future expansion plans are recommended at this time for this location.
- 2) Expand the Siler Farms Road location in four phases and relocate the Macon Annex and PSTC programs to the expanded Siler Farms Road location:
 - a. Phase One would consist of expansion of the current Groves Center.
 - b. Phase Two involves constructing a new 50,000 square-foot building for the PSTC at the Siler Farms Road location.
 - c. Phase Three would be the construction of an indoor firing range
 - d. Phase Four includes the construction of a joint Macon County/SCC facility at the Siler Farms Road location for fire trucks and ambulances in use by both entities.

After preliminary discussions with Macon County officials, the College and Bowers, Ellis & Watson have determined the best plan would be to implement the first three proposed phases. This plan would provide campus expansion on the east side of the Groves Center on land owned by the College, but would also require additional land from Macon County for Phases Two and Three through a Memorandum of Understanding between the College and Macon County for the College's use. The current PSTC land, which is owned by Macon County, would be transferred back to the County and the buildings owned by SCC on the site could be offered to the County as partial compensation for the needed Siler Farms Road expansion. Mr. Burrell recommended widening the entrance to the Groves Center. The discussion ended with no decisions or motions.

Ms. Burnette presented and reviewed the College Budget for 2013-2014 (V.A.2.a.), which is very similar to the previous year's operational budget. She then presented and reviewed the proposed Budget Transfers (V.A.2.b.). Following discussion, Mr. Davidson moved to accept and approve the College Budget for 2013-2014 and the Budget Transfers. The motion was seconded by Mr. Elders and passed unanimously.

Ms. Burnette then presented the following policies and procedures for review and discussion. These proposed revisions to the policies and procedures listed below were suggested by the College's legal counsel to structure and reorganize the College's Policies and Procedures Manual and to ensure content consistency.

- V.A.2.c. Revised Policy 4.1.5 – Employee Salary Plan
- V.A.2.d. New Policy 4.3.1 – Personnel Performance Evaluations
- V.A.2.e. New Procedure 4.3.1.1. – Personnel Performance Evaluations Procedures
(provided for informational purposes only)
- V.A.2.f. New Policy 4.3.2 – Employee Code of Conduct
- V.A.2.g. New Policy 4.3.3 – Disciplinary Action Suspension and Dismissal
- V.A.2.h. New Policy 4.3.4 – Right of Appeal
- V.A.2.i. New Policy 4.3.5 – Discrimination and Unlawful Harassment
- V.A.2.j. New Policy 4.3.6 – Employee Grievance
- V.A.2.k. New Policy 4.3.7 – Non-Renewal of Employment Contracts and
Resignations
- V.A.2.l. New Policy 4.3.8 – Reduction in Force-Involuntary Leave Without Pay
- V.A.2.m. New Policy 4.3.9 – Weapons on Campus
- V.A.2.n. Revised Policy 4.4.1 – Secondary Employment and Compensation
- V.A.2.o. Revised Policy 4.4.2 – Employee Political Activity
- V.A.2.p. Revised Policy 4.4.3 – Conflict of Interest
- V.A.2.q. Revised Policy 4.4.4 – Drug-Free Workplace
- V.A.2.r. Revised Policy 4.4.5 – Arrests and Convictions
- V.A.2.s. New Policy 4.4.6 – Communicable Diseases and Occupational Exposure
to Bloodborne Pathogens
- V.A.2.t. Revised Policy 4.4.7 – Staff Award
- V.A.2.u. Revised Policy 4.4.8 – Service and Retirement Awards
- V.A.2.v. New Policy 4.4.9 – Academic Freedom and Responsibilities
- V.A.2.w. Revised Policy 4.5.1 – Computer Resources, Internet and Network
Acceptable Use Policy
- V.A.2.x. Revised Policy 4.5.2 – Electronic Records Retention
- V.A.2.y. Revised Procedure 4.5.2.1 – Backup and Protection of Electronic Data
(provided for informational purposes only)
- V.A.2.z. Revised Policy 4.5.3 – Electronic Signatures
- V.A.2.aa. Revised Procedure 4.5.4.1 – Computer Hardware Upgrade Procedure
(provided for informational purposes only)
- V.A.2.bb. New Policy 4.5.5 – Video Surveillance System and Recordings
- V.A.2.cc. Revised Policy 7.2 – Tuition and Fees
- V.A.2.dd. Revised Policy 4.21 – Optional Fees
- V.A.2.ee. Revised Policy 4.23 – Specific Fees

Following review and discussion, Mr. Wilson made a motion to approve the proposed revisions detailed in items V.A.2.c. through V.A.2.ee. The motion was seconded by Mr. Shields and was passed unanimously.

Chairman Bell then called upon Vice President Ryan Schwiebert to report on Information Technology/Communications. Dr. Schwiebert had no outstanding updates on Information Technology/Communications at this time.

EXECUTIVE COMMITTEE

Under Action Items, Mr. Burrell made a motion that the Full-Time Employee List (VI.A.1.), Additions to Full-Time Employee List (VI.A.1.a.), Part-Time Employee List (VI.A.2.) and Additions to Part-Time Employee List (VI.A.2.a.) be approved, which was seconded by Mr. Cloer and was passed unanimously.

ELECTION OF OFFICERS FOR 2013-2014

Chairman Bell announced that the Nominating Committee of the Board of Trustees met and proposes the following slate of Board of Trustees Officers for 2013 - 2014: Chairman – Terry Bell; Vice Chairman – W. Paul Holt, Jr.; Secretary – Don Tomas. Chairman Bell asked for additional nominations from the floor, and there being none, Mr. Burrell made a motion to approve the proposed slate of Officers. The motion was seconded by Mr. Shields and carried unanimously.

Chairman Bell then appointed Mr. Lambert Wilson to serve as Chairman of the Curriculum and Student Services Committee of the Board of Trustees, replacing Ms. Welch. Mr. Wilson accepted the appointment, which begins immediately.

OTHER BUSINESS

Under Information Items in Other Business, Dean of Macon Campus Cheryl Davids gave a brief report on the programs and activities at the Macon Campus, including enrollment data, the recent

Job Fair, the award of a mini-grant for student engagement, new courses and participation in the Macon County Relay for Life and blood drives.

Director of Institutional Research and Planning Johnathan Dean then reported to the Board on SCC's results in the recent Community College Survey of Student Engagement (CCSSE) survey administered by The University of Texas at Austin. Mr. Dean will review these results in greater detail with Dr. Brooks in the near future. Mr. Davidson commented that the positive results on the SCC survey are indicative of the progress made by the RATs program.

Mary Otto Selzer, Director of SCC Foundation, gave an update on the Student Success Campaign (SSC). To date, the SSC has received pledges in excess of \$178,000 towards the short-term goal of \$300,000 and the long-term goal of \$1,000,000. Participation in the SSC by both the Board of Trustees and Foundation Board of Directors is 100%, and SCC faculty and staff participation is currently 15%.

Dr. Tomas announced that the College has applied for grants totaling \$1.4 million, including a second GoldenLEAF grant and a Duke Energy grant.

Dr. Tomas invited the Trustees to attend the College's Shocktober Fest event beginning at 11 AM on October 31 in the Burrell Conference Center on the Jackson campus.

Dr. Tomas announced that the Information Technology department will begin migrating the Trustees to campus Gmail accounts in the next few months, and Nan Coulter will serve as liaison between IT and the Board of Trustees on this project. The migration to the campus Gmail system will provide enhanced security of confidential information, will comply with the State Board requirements for record retention for all matters pertaining to the administration and operation of all community colleges in the state, and will eliminate possible exposure of personal information by providing the Trustees an alternative to using personal email accounts for College correspondence and communications.

Mr. Bell announced that the next quarterly Board of Trustees meeting will be held on January 28, 2014 in the Slagle Board Room in the Burrell Building on the Jackson campus at 5 p.m.

With no other business before the Board, Mr. Davidson made a motion to adjourn the meeting. Mr. Burrell seconded the motion which carried unanimously.

The meeting adjourned at 6:33 pm.

Terry Bell, Chairman
Board of Trustees

Don Tomas, Secretary
Board of Trustees