

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

July 28, 2009 - SCC Campus

Attending:

Trustees

Conrad Burrell
Paul Holt
Earl Hooper
Charles Leatherman
Mary Jane Letts

Quayle Neslen
Pete Penland
Jerry Sutton
Kate Welch
Lambert Wilson

College Staff

Cecil Groves
Sharon Grasty
Janet Burnette
Connie Haire

Susan McCaskill
Barbara Putman
Chuck Reece
George Stanley

Guests: Michael Dempsey, Tanisha Jenkins, Emily McCullough, Ann Melton, Gable Stubbs

The Board of Trustees of Southwestern Community College met for its regular quarterly meeting on July 28, 2009.

Chairman Conrad Burrell called the meeting to order at 5:00 p.m. and welcomed two new members, Charles Leatherman and Lambert Wilson. He congratulated trustees Pete Penland and Kate Welch on their reappointment to the Board.

Ann Melton, Jackson County Clerk of Court, administered the oath of office to Mr. Leatherman, Mr. Penland, Ms. Welch and Mr. Wilson.

Mr. Holt made a motion to approve the minutes of the quarterly meeting of April 28, 2009 as mailed. Mr. Hooper seconded the motion which carried unanimously.

Dr. Groves and Mr. Stanley provided an update on college facilities and property acquisitions. A meeting was held last week with the Jackson County manager to discuss construction of the Early College building on the Jackson Campus. The county will build the facility and then convey ownership to the college. The building will be similar to the Early College facility constructed on the Macon Campus.

The Jackson Campus building project is now in the site analysis stage. Gable Stubbs of McMillan, Smith and Partners, Architects provided an update on the status of the project. Soil tests on the site indicated a soft, moist soil and it was determined the best course to remedy this would be to undercut, excavate and refill the soil. The geothermal conductivity and fire hydrant tests were positive, eliminating the need for two test wells on the site, but a pump will need to be added in order to meet state requirements. Mr. Stubbs reported construction costs have dropped and it is estimated that the overall cost for the building will be \$500,000 less than previously estimated. This will offset the additional expenses for the soil excavation and pump, and no modifications or cuts to the building design will be necessary.

Mr. Stubbs reported the architects have been working closely with North Carolina DOT officials regarding the access road which will be installed on the perimeter of the building site. He presented a drawing of the proposed road and building site. Mr. Stubbs noted DOT officials have been very responsive and he is confident they have a resolution which will not impact the building location. A temporary road will be constructed to serve the site until the DOT road is completed in 2012.

The Board agreed by general consensus that McMillan, Smith and Partners, Architects be given approval to move forward with the construction process and submit the necessary documentation to the state.

Dr. Groves introduced three students from Western Carolina University. The students, Michael Dempsey, Tanisha Jenkins and Emily McCullough, are enrolled in the community college leadership doctoral program at WCU. They were observing the board meeting in order to meet part of their program requirements.

Dr. Groves presented a book, "The History of Clarks Chapel". Trustee Sutton was instrumental in creating this history of the Clarks Chapel section of Macon County and the families who settled the area.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Vice President McCaskill provided an update on continuing education programs and initiatives. She noted the self-supporting safe driving program continues to grow. A similar program, Alive at 25, has been added. Developed by the National Safety Council, it targets younger drivers age 16-25 years. A proposal has been submitted to the Jobs Now program. This state program will give funding to the community colleges to provide short term training programs in 12 career areas. The college has identified seven programs to offer as part of the initiative. The 22nd Fire and Rescue College will be offered in September. Ms. McCaskill noted the local fire departments have been very supportive of the event.

Vice President McCaskill presented and reviewed the Continuing Education Enrollment Totals (V A 1-a). Due to budget concerns, her area is making an effort to be conscientious regarding the number of classes offered and are trying to consolidate classes when feasible. She noted the state legislature has approved a significant increase in tuition costs for continuing education courses and this may negatively impact continuing education enrollment.

Ms. McCaskill presented the Class Visits (V A 1-b). These visits are required by the state auditor.

In Dr. Couch's absence, Barbara Putman, Dean of Arts and Sciences, reviewed the curriculum Enrollment Data (V B 1-a). Enrollment is up approximately 13.5 percent and all indications predict a record fall enrollment. Dr. Putman noted the legislative proposal to charge tuition for dual and Huskins courses could have a negative impact on the college's enrollment.

Summer commencement will be held at 5:30 p.m. on Thursday, July 30. Dr. Putman encouraged the trustees to attend.

Dr. Putman presented the Revision to Policy 6.7 - Admissions (V B 2-a) for approval. Mr. Penland made a motion that the Revision to Policy 6.7 - Admissions be approved. Mr. Hooper seconded the motion which carried unanimously.

Dr. Putman distributed copies of "Connections". The booklet is a collection of student essays written as part of the Writing Across the Curriculum initiative.

Vice President Haire provided a quarterly update on activities and highlights for the Macon Campus and Institutional Development area (V C 1-a). The June 5 dedication of the Oscar Ledford building on the Macon Campus was very successful. A new principal has been named for the Macon Early College and several new faculty members have been hired. Summer enrollment at the Macon Center was very healthy and a major increase in fall enrollment is predicted. The college has received official notification that it has been awarded \$1.4 million in Title III grant funding over a five year period. The Lean NC manufacturing conference held in Cherokee on July 14 was very successful.

FINANCE AND CAMPUS IMPROVEMENTS COMMITTEE

Vice President Burnette reviewed the Local Revenue Analysis (VI A 1-a) and State Current Expenditures (VI A 1-b) for the period ending June 30, 2009. She noted the college is facing a tough year financially since it will be operating on 90 percent of last year's state budget allotment.

Ms. Burnette presented the Budget Transfers (VI B 2-a) for approval. Dr. Neslen made a motion that the Budget Transfers be approved. Mr. Holt seconded the motion which carried unanimously.

Ms. Burnette presented and reviewed Policy 3.45 - Computer Usage (VI B 2-b), Revision to Policy 4.12 - Employee Tuition Exemption (VI B 2-c), Revision to Policy 4.41 - Family and Medical Leave (VI B 2-d), Revision to Policy 4.8 - Employment (VI B 2-e), Financial Exigency Policies - Policy 4.24, 4.5, 4.25, 4.44 (VI B 2-f) and Revision to Policy 7.21 - Optional Fees (VI B 2-g) for approval.

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Mr. Holt made a motion that Policy 3.45 - Computer Usage, Revision to Policy 4.12 - Employee Tuition Exemption, Revision to Policy 4.41 - Family and Medical Leave, Revision to Policy 4.8 - Employment, Financial Exigency Policies - Policy 4.24, 4.5, 4.25, 4.44 and Revision to Policy 7.21 - Optional Fees be approved. Mr. Sutton seconded the motion which carried unanimously.

EXECUTIVE COMMITTEE

Mr. Penland made a motion that the Additions to the Part-Time Employee List (VII A-1), Re-Employment of Full Time Employees 2009/2010 (VII A-2) and Potential Part-Time Employees 2009/2010 (VII A-3) be approved. Mr. Hooper seconded the motion which carried. Citing a conflict of interest, Ms. Welch abstained from voting on the Potential Part-Time Employees.

Chairman Burrell appointed Earl Hooper (representing Jackson County), Terry Bell (representing Macon County), and Kate Welch (representing Swain County) to the Nominating Committee for the 2009/2010 Board of Trustees officers. They will report back at the October Quarterly Board meeting.

Mr. Holt made a motion that the Board enter Executive Session at 6:05 p.m. for the purpose of discussing a property/personnel matter in accord with G.S. 143-318.11. Mr. Sutton seconded the motion which carried. The Board entered Executive Session at 6:05 p.m. Chairman Burrell was excused from participating.

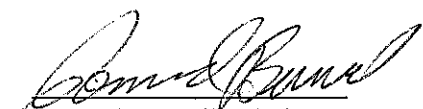
The Board returned from Executive Session at 6:15 p.m.

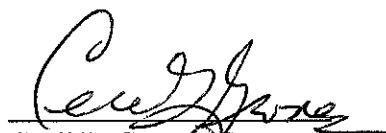
Mr. Holt announced that the Board had voted to name the new Jackson building in honor of Chairman Burrell. The building will be named the Conrad G. Burrell Center. The Board felt he deserved the honor in recognition of his service and dedication to the college. Chairman Burrell expressed his appreciation to the Board for the honor.

Dr. Neslen made a motion to adjourn. Mr. Penland seconded the motion which carried unanimously.

The next quarterly Board of Trustees meeting is scheduled for Tuesday, October 27, 2009.

The meeting adjourned at 6:18 p.m.


Conrad Burrell, Chairman
Board of Trustees


Cecil L. Groves, Secretary
Board of Trustees

10-27-09
Date