

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

**May 28, 2019 – SCC Jackson Campus**

**Attending:**

Trustees

Terry Bell  
Doug Cody  
Vance Davidson  
Jean Ellen Forrister  
Karl Gillespie  
Ken Henke  
Libby Knight

College Staff

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

**Guests**

Devonne Jimison, Becky Manring, Jesse Crowe

**Absent**

Jeff Cloer, Jeremy Hyatt, Luke D. Hyde, Mark Jones, Gary Shields, Stephen Steen, Lambert Wilson

The Board of Trustees of Southwestern Community College (SCC) met for their bi-monthly meeting on May 28, 2019 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 5:07 p.m. and read the Ethics and Conflict of Interest statement.

A quorum was not present until 5:17 p.m., so the Board adjusted the agenda to move approval of the previous meeting's minutes to later in the meeting when a quorum was present.

**PRESIDENT'S REPORT**

Dr. Tomas gave an update on the Foundation and their planning for fund raising events this summer leading up to the Blue Jean, Boots and Bling Gala on September 7, 2019. He also reported on the latest state budget activity in the General Assembly. Dr. Tomas reported that the Oconaluftee Job Corps center in Cherokee will be closing and management and administration of the Lyndon Baines Johnson Job Corps center in Macon County will be transferred to the Department of Labor, with instruction and training being administered by private contractors.

## **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 Devonne Jimison, SCC Coordinator of High School Equivalency Testing and Literacy Instructor, to give the Board a report on Project SEARCH. She then introduced Job Coach Becky Manring and recent graduate Jesse Crowe, who talked about his experiences with Project SEARCH and his new job.

Dr. Brooks reported on the results of the Perkins Grant site visit this semester and shared a letter of commendation from the NCCCS.

Dr. Brooks updated the Board on the Finish Line grant at SCC, which to date has awarded \$83,775 in 107 individual grants to 98 SCC students since October 2018. He reported that SCC is the leader in the state for awarding Finish Line grants, and 100% of the students receiving Finish Line grants were still enrolled through the Spring 2019 semester.

Dr. Brooks gave an update of the accreditation process at SCC, including an overview of the Southern Association of Colleges and Schools Commission on Colleges, and the roles the Trustees play in the accreditation process.

## **PREVIOUS MEETINGS' MINUTES**

Mr. Bell asked for a motion to approve the minutes of the Board of Trustees Meeting of March 26, 2019. Ms. Forrister made a motion to approve the minutes as presented, and Mr. Davidson seconded the motion, which carried unanimously.

## **ADDENDUM TO MEETING AGENDA**

Mr. Bell announced the need to add Item C – Nominating Committee for Board Officers to section VI – Executive Committee of the meeting agenda. Mr. Cody made a motion to accept the addendum as proposed, which was seconded by Mr. Davidson and passed unanimously.

## **FINANCE AND CAMPUS IMPROVEMENT**

Mr. Davidson 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. State expenditures are currently slightly lagging but will be on target by the end of the fiscal year – equipment budgeted for this fiscal year must be ordered, delivered and in service by June 30.

Mr. Brothers introduced a draft Memorandum of Understanding with Jackson County to temporarily operate at a Jackson County facility in the event of an emergency at the College requiring relocation of operations.

Under Action Items, Mr. Brothers presented the Budget Transfers for the period March and April 2019, as well as a correction to Policy 3.02.10 – Bidding for Construction Work. Following review and discussion, Mr. Gillespie made a motion to approve the Budget Transfers and revision to Policy 3.03.10 as presented, which was seconded by Mr. Cody and passed unanimously.

## **FACILITY UPDATE**

Mr. Brothers presented the Facilities Update, informing the Board that construction on the new Health Sciences building is making significant progress and is on schedule. Mr. Brothers reported that the College received miscommunication from the Department of Transportation regarding the scheduled repaving of College Drive, and the project that was originally scheduled for the last week in May 2019 will now be completed by the end of the Summer session. The tile in the Balsam Lobby will be installed on June 6 to close out the repairs to the Balsam Center from the R5000 project. The Firing Range project is currently on pause; the College received only one bid for the project. College administrators will meet this week with the designer for next steps on this project. College administrators will meet the week of June 17 with the Fire Rescue Training Center designer to review a proposed site at the Macon County Armory. Mr. Brothers announced that the College has received the first Change Order on the Health Sciences building construction, related to preconstruction work by the telecommunications subcontractor to relocate data and fiber lines. Mr. Gillespie left the meeting at this point to avoid conflict of interest, since he owns the business selected as subcontractor for this project, and he returned to the meeting once the discussion had ended.

## **EXECUTIVE COMMITTEE**

Mr. Bell reviewed the results of the Board of Trustees Self-Evaluation with the Board. He addressed the areas of low rating, and a suggestion was made to add a link to the Board of Trustees webpage on the College website to Policies and Procedures, which will be completed by the end of May 2019. These areas of low rating will also be addressed in a future Board retreat.

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

Mr. Bell appointed the Nominating Committee for selection of the Officers of the Board of Trustees for 2019-2020. Ms. Knight was appointed as Nominating Committee Chair representing Jackson County, with Mr. Hyde and Mr. Shields appointed to represent Swain and Macon counties, respectively. The Committee will present nominees for review, discussion and approval at the July 23, 2019 meeting.

## **OTHER BUSINESS**

Mr. Johnathan Dean, Director of Institutional Research, presented Procedure 3.03.10.01 – Institutional Effectiveness for review, and Policy 3.03.10 – Institutional Effectiveness for review, discussion and approval. Procedures and policies regarding institutional effective are required by SACSCOC. Following review and discussion, Mr. Davidson made a motion to approve Policy 3.03.10, which was seconded by Ms. Forrister and passed unanimously.

Dr. Tomas presented revisions to the Board of Trustees Constitution and Bylaws, reviewing the proposed revisions to Articles V, VIII and IX and with the Board. Since the Board now meets bi-monthly and will no longer meet in the month of October, officers will be selected at the July Board meeting and will assume their duties immediately following the July meeting (Article V). The Board of Trustees will now be responsible for conducting annual self-evaluations that will be reviewed annually at the May meeting (Article VIII). The Trustee Emeritus award has now been incorporated into the Board Constitution and Bylaws, including a clause requiring Trustees Emeritus to remain in good standing (Article IX). Following review and discussion, Ms. Knight made a motion to accept the proposed revisions to the Board Constitution and Bylaws, which was seconded by Mr. Cody and passed unanimously.

## **CLOSED SESSION**

Mr. Bell asked for a motion to enter into Closed Session from Open Session under General Statute 143-318.11(a)(6) Personnel. Mr. Davidson made the motion to enter into Closed Session, which was seconded by Ms. Knight and passed unanimously. The Board entered into Closed Session at 6:15 p.m.

The Board returned to Open Session from Closed Session at 6:22 p.m., having taken no action.

## **PRESENTATION OF PROCLAMATION**

Mr. Davidson made a presentation to Dr. Tomas on behalf of the Board, proclaiming Dr. Tomas Honorary On-Site Construction Manager and Honorary Construction Crane Operator in acknowledgment of his enthusiasm and leadership of the new Health Sciences building, presenting him with a framed proclamation and a scale model of a construction crane.

With no other business before the Board, Mr. Davidson made a motion to adjourn the meeting. Ms. Knight seconded the motion which carried unanimously. The meeting adjourned at 6:25 p.m.

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Terry Bell, Chairman  
Board of Trustees

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Don Tomas, Secretary  
Board of Trustees

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