

**MINUTES OF THE BOARD OF TRUSTEES MEETING**  
**Southwestern Community College**

**July 27, 2010 - SCC Campus**

**Attending:**

Trustees

Terry Bell	Pete Penland
Conrad Burrell	Tracie Rice
Vance Davidson	Jerry Sutton
Paul Holt	Kate Welch
Charles Leatherman	Lambert Wilson

College Staff

Janet Burnette	Ryan Schwiebert
Sharon Grasty	George Stanley
Gene Couch	
Susan McCaskill	
Chuck Reece	

The Board of Trustees of Southwestern Community College met for its regular quarterly meeting on July 27, 2010.

Chairman Conrad Burrell called the meeting to order at 5:00 p.m. and read the ethics statement. Ms. Welch noted she had a conflict with the potential part-time employee list and would abstain from voting on that item. Mr. Burrell welcomed new Board members, Vance Davidson and Tracie Rice.

Stephane Bradley, Assistant Jackson County Clerk of Court, administered the oath of office to Mr. Davidson and Dr. Rice.

Mr. Holt made a motion to approve the minutes of the quarterly meeting of April 27, 2010 and the special meetings of May 19, 2010 and June 5-6, 2010 as mailed. Mr. Sutton seconded the motion which carried unanimously.

**PRESIDENT'S REPORT**

Interim President Burnette and Mr. Stanley provided an update on college facilities and property acquisitions. Payment has been received for the Siler Road right of way. The college will advertise next week for pre-qualification packets for bidders on the Burrell Building. Construction on the Jackson Early College building is almost complete and the college anticipates taking beneficial occupancy next week.

Ms. Burnette introduced SCC Institutional Research and Planning Officer, Delos Monteith.

Mr. Monteith presented and reviewed the 2010 Performance Measures and Standards Results for SCC (IV B). He noted SCC was one of only 11 colleges in the North Carolina Community College System to receive exceptional performance designation based on the measures.

**CURRICULUM AND STUDENT SERVICES COMMITTEE**

Vice President McCaskill provided an update on continuing education programs and initiatives.

The pottery program is thriving with sixteen students producing income via pottery sales. The college's literacy program continues to grow and was recently featured in "Spotlight" magazine. 324 students received their GED through the college during this academic year. Implementation of the Plus50 program is progressing under the new director. Ms. McCaskill presented a video ad showcasing the Public Safety programs offered at SCC. The video which was produced by Michael Rogers will be playing in area theaters.

Ms. McCaskill presented and reviewed the Continuing Education Enrollment Report for Spring Term 2010 (V A 1-b).

Ms. McCaskill presented Policy 7.23 - Specific Fees (V A 2-a) for approval. Mr. Penland made a motion that Policy 7.23 - Specific Fees be approved. Mr. Holt seconded the motion which carried unanimously.

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Vice President Couch reviewed the Curriculum Enrollment Data (V B 1-a). Summer enrollment increased approximately ten percent and all indications predict a strong fall enrollment.

Dr. Couch provided an update on recent and upcoming academic initiatives. Summer commencement will be held at 5:30 p.m. on Thursday, July 29. The annual program audit for the college is complete. The college has not received the formal written report; but, the auditor's exit interview with the President and administrative staff indicated no exceptions.

Dr. Couch reviewed the Survey of Curriculum Graduates (V B 1-d).

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

In Vice President Haire's absence, Ms. Burnette presented a quarterly update on activities and highlights for the Macon Campus and Institutional Development area (V C 1-a).

**FINANCE AND CAMPUS IMPROVEMENTS COMMITTEE**

Ms. Burnette reported the State Audit Office completed a purchasing audit of the college in June with no exceptions found. The college's purchasing officer, Michael Ramsey, was commended by the lead auditor. Chairman Burrell stated he had received a letter from the State Auditor extolling the college on its practices and he commended college staff for the good report.

Ms. Burnette reported on the college's budget for the upcoming fiscal year. She noted the college has not received the 2010/2011 budget yet, but it appears the community colleges fared well in this legislative session. Legislators recognized the importance of the community colleges in the economic recovery effort. However, next year does not look as promising due to the discontinuation of stimulus funds and other funding factors.

Ms. Burnette reviewed the Local Revenue Analysis (VI A 1-a) and State Current Expenditures (VI A 1-b) for the period ending June 30, 2010.

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

Ms. Burnette presented Policy 7.2 - Tuition and Fees (VI B 2-b) for approval. Mr. Sutton made a motion that Policy 7.2 - Tuition and Fees be approved. Mr. Bell seconded the motion which carried unanimously.

Ms. Burnette presented the Optional Retirement Program (VI B 2-c) for approval. Mr. Holt made a motion that the Optional Retirement Program be approved. Mr. Penland seconded the motion which carried unanimously.

Ms. Burnette presented the Accounts Receivable Small Balance Write-Offs (VI B 2-d) for approval. Mr. Leatherman made a motion that the Accounts Receivable Small Balance Write-Offs be approved. Mr. Wilson seconded the motion which carried unanimously.

Vice President Schwiebert provided an update on information technology and telecommunication projects. He reported phase one of the phone upgrade is complete with new phones installed on the main campus. Phase two is scheduled to be implemented this fall. The new system has numerous advantages including lower operating costs. His department worked on the lab virtualization project this summer along with providing upgrades to the college's network and PC infrastructure. The next major project for the department will be installing the connectivity and network infrastructure for the new Jackson Early College building.

**EXECUTIVE COMMITTEE**

Mr. Sutton made a motion that the Additions to the Full-Time Employee List (VII A-1), Additions to the Part-Time Employee List (VII A-2), Re-Employment of Full-Time Employees 2010/2011 (VII A-3)

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and Potential Part-Time Employees 2010/2011 (VII A-4) be approved. Mr. Wilson seconded the motion which carried. Citing a conflict of interest, Ms. Welch abstained from voting on the Potential Part-Time Employees.

Chairman Burrell appointed William Shelton (representing Jackson County), Terry Bell (representing Macon County) and Kate Welch (representing Swain County) to the Nominating Committee for the 2010/2011 Board of Trustees officers. They will report back at the October quarterly Board meeting.

Ms. Grasty announced the North Carolina Association of Community College Trustees (NCACCT) will be holding its fall meeting on September 8-10 in Asheville. Trustees are required by NC General Statute to attend a NCACCT meeting within six months of appointment. Information will be sent to those trustees needing to attend the session.

The college has received a request from the Sylva Fire Department to use the Alley-Bumgarner house for a burn training exercise. Ms. Burnette noted the Highway 107 connector road project will impact accessibility to the house and it also needs numerous repairs in order to remain useable. If approved, the exercise would be conducted under the supervision of the college's Public Safety Fire and Rescue Training department. Mr. Holt made a motion that approval be given to proceed with using the Alley-Bumgarner house for a burn training exercise. Mr. Bell seconded the motion which carried unanimously.

Chairman Burrell reported Dr. Richard Collings would not be assuming duties as college president on August 2, 2010 as planned and provided a brief update on his health status.

Mr. Sutton made a motion that the Board enter Executive Session at 5:50 p.m. for the purpose of discussing a personnel matter in accord with G.S. 143-318.11. Mr. Holt seconded the motion which carried unanimously. The Board entered Executive Session at 5:59 p.m.

The Board returned from Executive Session at 6:08 p.m.

Chairman Burrell stated he had appointed three trustees to serve as a personnel advisory committee during Ms. Burnette's tenure as interim president.

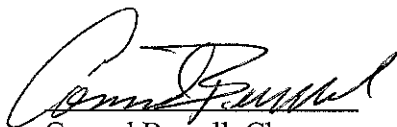
Mr. Bell made a motion that the personnel advisory committee as appointed by Chairman Burrell be approved. Mr. Leatherman seconded the motion which carried unanimously.

Mr. Davidson made a motion that Janet Burnette be given full authority as interim president to make college personnel decisions including hiring, dismissal and transferring of employees. Mr. Wilson seconded the motion which carried unanimously.

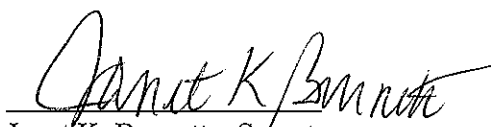
Mr. Sutton made a motion to adjourn. Mr. Penland seconded the motion which carried unanimously.

The next quarterly Board of Trustees meeting is scheduled for Tuesday, October 26, 2010.

The meeting adjourned at 6:35 p.m.



Conrad Burrell, Chairman  
Board of Trustees



Janet K. Burnette, Secretary  
Board of Trustees

12-5-10

Date