

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

October 26, 2010 - SCC Campus

Attending:

Trustees

Terry Bell
Conrad Burrell
Vance Davidson
Paul Holt
Libby Knight
Brenda Oocumma
Pete Penland

Tracie Rice
William Shelton
Jerry Sutton
Kate Welch
Emily Wilkes
Lambert Wilson

College Staff

Richard Collings
Sharon Grasty
Thom Brooks
Janet Burnette
Connie Haire
Susan McCaskill

Ryan Schwiebert
George Stanley

The Board of Trustees of Southwestern Community College met for its regular quarterly meeting on October 26, 2010.

Chairman Conrad Burrell called the meeting to order at 5:03 p.m. and read the ethics statement. Mr. Burrell welcomed new Board members, Libby Knight, Brenda Oocumma and Emily Wilkes.

Ann Melton, Jackson County Clerk of Court, administered the oath of office to Ms. Knight, Ms. Oocumma and Ms. Wilkes.

Mr. Holt made a motion to approve the minutes of the quarterly meeting of July 27, 2010 as mailed. Mr. Penland seconded the motion which carried unanimously.

PRESIDENT'S REPORT

Dr. Collings provided an update on college activities. He noted that enrollment was up and things were going well. The annual luncheon meeting with Western Carolina University officials held today went well, and he anticipates developing a good working relationship with the university.

Dr. Collings reported on the annual program audit recently conducted by the System Office Audit Services staff for Spring Semester 2008 through Spring Semester 2009 (IV B). Based on the site review, no audit exceptions or areas of concern were identified.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Vice President McCaskill provided an update on continuing education programs and initiatives. She noted the Jobs Now program has done well and the college has been granted additional funds for the program. Ms. McCaskill distributed a new continuing education flyer and a brochure detailing the upcoming indoor craft and art sale to be held at the SCC Swam Center.

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

Vice President Brooks reviewed the Curriculum Enrollment Data (V B 1-a). He reported there was an approximate 8.5 percent increase in FTE for Fall semester enrollment.

Dr. Brooks provided an update on instructional and student services activities. SCC has again been ranked in the latest Washington Monthly poll as one of the top ten community colleges in the nation. Dr. Brooks briefly detailed the method used to rate the colleges. Fall commencement has been scheduled for 5:30 p.m. on Tuesday, December 14.

Dr. Brooks presented the Revision to Policy 6.11 - Attendance Requirements (V B 2-a) for approval. Mr. Sutton made a motion that the Revision to Policy 6.11 - Attendance Requirements be approved. Mr. Shelton seconded the motion which carried unanimously.

Dr. Brooks presented the College Calendar 2011-2012 (V B 2-b) for approval. Mr. Bell made a motion that the College Calendar 2011-2012 be approved. Mr. Penland seconded the motion which carried unanimously.

Vice President Haire presented a quarterly update on activities and highlights for the Macon Campus and Institutional Development area (V C 1-a). She noted enrollment FTE has also increased at the Macon Campus. The October annual SCC Foundation golf tournament was a success. The Foundation will shortly kick-off the Title III matching grant endowment campaign. Dr. Haire distributed copies of the Macon Early College newsletter.

FINANCE AND CAMPUS IMPROVEMENTS COMMITTEE

Mr. Stanley reviewed the process involved in the pre-qualification of bidders for the Burrell Building and presented the Pre-Qualified Contractors, Project No. 1371 (VI A 2-3) for approval.

Mr. Holt made a motion that the list of pre-qualified contractors be approved and that the chairman of the Board of Trustees be authorized to sign and award a contract to the lowest bidder if the bid received is within the approved budget. Ms. Welch seconded the motion which carried unanimously.

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

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

Ms. Burnette presented the College Budget 2010-2011 (VI B 2-b) for approval. Mr. Penland made a motion that the College Budget 2010-2011 be approved. Mr. Bell seconded the motion which carried unanimously.

Ms. Burnette presented Policy 4.31 - Secondary Employment (VI B 2-c) and Policy 7.21 - Optional Fees (VI B 2-d) for approval. Mr. Sutton made a motion that Policy 4.31 - Secondary Employment and Policy 7.21 - Optional Fees be approved. Ms. Welch seconded the motion which carried unanimously.

Vice President Schwiebert provided an update on information technology and telecommunication projects. Upgrades to the college's PC and server infrastructure are underway. Implementation of phase two of the phone installation has begun and phones are being installed in the classrooms on the main campus. When the phone installation is complete, the college will test Radianta, a new emergency contact system. Installation of the connectivity and network infrastructure in the Jackson Early College building is now complete.

EXECUTIVE COMMITTEE

Mr. Shelton made a motion that the Additions to the Full-Time Employee List (VII A-1) and Additions to the Part-Time Employee List (VII A-2) be approved. Mr. Davidson seconded the motion which carried unanimously.

Mr. Holt made a motion that the Amendment to Policy 2.1 - Board of Trustees By-Laws (VII A-3) be approved. Mr. Wilson seconded the motion which carried unanimously.

Mr. Bell, representing the Nominating Committee, reported that it was the recommendation of the Committee that the terms of officers Conrad Burrell as Chairman and Pete Penland as Vice Chairman be extended for another year.

Mr. Penland withdrew his nomination citing health reasons and his feelings that it was in the best interests of the Board. Mr. Holt nominated Terry Bell as vice-chairman. Mr. Bell's nomination was accepted by a vote of hands. No further nominations were received from the floor.

Mr. Penland made a motion that the nominations be closed. Mr. Sutton seconded the motion which carried unanimously.

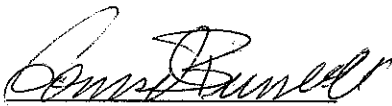
Mr. Sutton made a motion that Conrad Burrell as Chairman, Terry Bell as Vice Chairman and Richard Collings as Secretary be approved as officers of the Board of Trustees for the 2010/2011 year. Mr. Holt seconded the motion which carried unanimously.

Chairman Burrell expressed his appreciation to Mr. Penland for his dedication to the college and to Macon County. He commended Mr. Penland on his service as an outstanding vice-chairman and for being a strong advocate for SCC in Macon County.

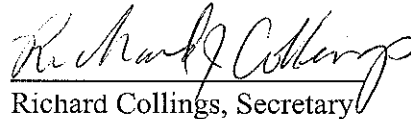
Mr. Penland made a motion to adjourn. Mr. Wilson seconded the motion which carried unanimously.

The next quarterly Board of Trustees meeting is scheduled for Tuesday, January 25, 2011.

The meeting adjourned at 6:10 p.m.



Conrad Burrell, Chairman
Board of Trustees



Richard Collings, Secretary
Board of Trustees

1/28/11
Date