

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

April 24, 2012 – SCC Campus

Attending:

Trustees

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

College Staff

Tracie Rice	Don Tomas	Delos Monteith
Gary Shields	Nan Coulter	Chuck Reece
Jerry Sutton	Thom Brooks	Ryan Schwiebert
Lambert Wilson	Janet Burnette	George Stanley
Kate Welch	Sonja Haynes	

The Board of Trustees of Southwestern Community College (SCC) met for its regular quarterly meeting on April 24, 2012.

Chairman Terry Bell called the meeting to order at 5:15 pm and read the ethics statement. Ms. Kate Welch stated that she would recuse herself from discussion and voting on approving the Part-Time Employees since her son is a part-time employee at SCC.

Mr. Jerry Sutton made a motion to approve the minutes of the quarterly meeting of January 24, 2012. Mr. Paul Holt seconded the motion, which carried unanimously.

PRESIDENT'S REPORT

Dr. Tomas reported that the North Carolina Association of Community College Presidents (NCACCP) is pursuing the formation of a non-partisan Political Action Committee (PAC).

Dr. Tomas stated that Darrin Bark, the SCC winner of the NC Excellence in Community Colleges Award, and his wife will attend the Board of Trustees dinner immediately following the Board Meeting.

Dr. Tomas reported that Dr. Scott Ralls, President of the North Carolina Community College System, has proposed reinvestment in North Carolina community colleges by reinvesting \$12.1 million budgeted enrollment growth dollars back into the 58 NC community colleges.

Dr. Tomas reported on his efforts to reach out to the community and reestablish SCC relationships with the Job Link centers, the STEP's program in public schools.

Dr. Tomas announced that Vice President Thom Brooks is working on presentations for the NC Community College System's Annual Conference in Raleigh October 7 – 9 and the Association of Community College Trustees Annual Congress in Boston October 10 – 13, 2012.

Dr. Tomas attended the AACC Convention in mid-April. The Convention was also the venue for the unveiling of the 21st Century Community College Initiative to reclaim the future. Dr. Tomas concluded the President's Report to the Board by playing a video produced by AACC.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Chairman Bell asked Ms. Welch to report on the Curriculum and Student Services Committee, and Ms. Welch called upon Dean Sonja Haynes to report to the Board on Continuing Education.

Ms. Haynes distributed a Continuing Education enrollment activity/enrollment update showing the Fall 2011 enrollment highlights. The current Continuing Education head count is 6,491.

Ms. Haynes reported that she continues to work on increasing marketing and publicity of Continuing Education. More personal enrichment classes will be scheduled. SCC continues to work on offering more licensure classes.

Following Ms. Haynes' report, Ms. Welch asked Dr. Brooks for his report on Instructional and Student Services. Dr. Brooks gave an update on the North Carolina Career and College Promise Program.

Dr. Brooks gave an update on the accreditation of the SCC Nursing program. The NC State Board of Nursing conducted a program review in April 2012 as part of the accreditation process, resulting in the removal of the program's conditional status and giving full approval to the program with no recommendations for improvement.

Dr. Brooks also provided an update on the Honors Program. SCC is working to sign transfer agreements with more 4-year North Carolina institutions. To date, SCC has plans to sign new transfer agreements with UNC-Pembroke, UNC-Asheville and Mars Hills College.

Dr. Brooks reported that SCC and Harrah's have begun negotiating the development of an Associate in Arts program to be offered at the Cherokee Casino for Harrah's employees.

Dr. Brooks announced that Spring Commencement Exercises for Health Sciences and Early College for Jackson and Macon counties will be held on May 8, 2012 at 5 PM, and the Arts and Sciences and Career Technologies Commencement will also be held at 7:30 PM, also on May 8. Dr. Brooks anticipates 250 to 280 total graduates between the two exercises.

Dr. Brooks distributed copies of newsletters published by the various programs and committees on campus to the Board members. He pointed out that the Tech Talk newsletter published by the SCC Radiology program is distributed to area hospitals and local practitioners and technicians to keep them updated on the SCC program and its activities.

Dr. Brooks introduced three SCC policies for discussion for Board approval. Policy 5.17 (IV.B.2.a), is a new policy pertaining to awarding credit hours for hours of study completed, as required by The Southern Association of Colleges and Schools (SACS).

The second proposed SCC policy is an addendum to Policy 6.7 regarding admissions. The proposed amendment (IV.B.2.b) reflects changes in the Career and College Promise admissions guidelines and the adoption of changes to the North Carolina State Board of Community Colleges policy on refusal of admission based on previous dismissal from another institution or based on safety concerns, and the appeals process for denial of admission.

The final proposed SCC policy is an amendment to Policy 6.23 regarding confidentiality of student records (IV.B.2.c), specifically addressing the confidentiality of online students' records.

Following discussion on the proposed policies and policy changes, Mr. Vance Davidson made a motion to approve, which was seconded by Mr. Gary Shields. A vote was taken and all proposals were unanimously approved. This concluded the report and action items of the Curriculum and Student Services Committee.

FINANCE AND CAMPUS IMPROVEMENT COMMITTEE

Mr. Bell then asked Mr. Holt to give the report of the Finance and Campus Improvement Committee. Mr. Holt called upon 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 March 31, 2012 (V.A.1.a, V.A.1.b), and reported on Campus Improvements. Ms. Burnette informed the Board that SCC is currently negotiating on a new bookstore contract, and has decided to award a three-year contract to Follett, with a 120-day opt-out clause after entertaining bids from four prospective vendors.

Ms. Burnette presented and reviewed the Budget Transfers (V.A.2.a). Mr. Holt made a motion to approve the Budget Transfers. Mr. Melvin "Pete" Penland seconded the motion which carried unanimously.

Ms. Burnette presented the proposed Annual Local Budget (V.A.2.b) for Fiscal Year 2012-2013 for review. Mr. Holt made a motion to approve the proposed Annual Local Budget. Mr. Sutton seconded the motion which carried unanimously.

Ms. Burnette presented the proposed 2012-2013 Fiscal Annual College Budget (V.A.2.c) for approval. Mr. Holt made a motion to approve the proposed Annual College Budget, and Mr. Penland seconded the motion, which carried unanimously.

Ms. Burnette called upon Mr. George Stanley to report on Campus Improvements related to N.C.D.O.T. Project R5000 (V.A.2.d). Mr. Stanley presented a proposal to ask the Board for approval to give approximately 1/10 of an acre section of non-contiguous SCC Jackson campus land adjacent to the Jackson County Board of Education Schools Bus Garage to the Jackson County Board of Education. Mr. Holt made a motion to approve the proposal. Mr. Shields seconded the motion, which carried unanimously.

Mr. Stanley reviewed a proposal for improvements to Founders Hall that would increase access to the Cosmetology Department, as well as expand restroom facilities. The proposal would also facilitate a Student Commons-type area accommodating food service and student lounge areas. Mr. Stanley presented a preliminary construction document 3-1 for submission to the State office in Raleigh. Mr. Sutton moved to approve the Board Chairman's signature on the 3-1 document, and Ms. Welch seconded the motion, which carried unanimously.

Mr. Stanley distributed a draft of an agreement prepared by Mr. Holt between Tuckaseegee Water and Sewer Authority (TWSA) and SCC regarding the maintenance and operation of a water tank located on the SCC Jackson campus, to be presented to TWSA for review and approval. Mr. Stanley asked the Board to approve the acceptance of this agreement by signature of authorized parties, provided TWSA makes no material changes to the draft agreement. Mr. Penland made a motion to approve Mr. Stanley's request, which was seconded by Mr. Conrad Burrell. The motion carried unanimously.

Following a discussion of the relocation of the Charles Siler Slagle Board Room Plaque, Mr. Sutton made a motion to relocate the plaque to the new Board Room in the Burrell building. The motion was seconded by Mr. Burrell and was carried unanimously.

Mr. Holt then called upon Vice President Ryan Schwiebert to report on Information Technology/Communications. Dr. Schwiebert provided an update on the college emergency broadcast system upgrade and a status report on the migration of faculty and staff email from Group Wise to Gmail.

VISION 2017

Mr. Bell asked Institutional Research and Planning Officer Delos Monteith to report on the Vision 2017 Steering Committee. Mr. Monteith gave an overview of the work of the Task Force, and reported that internal and external satisfaction with SCC is high, but the lack of food

services on the Jackson campus was the overwhelming concern expressed in the student focus groups. This issue was also a concern in the faculty/staff focus group.

Mr. Monteith distributed drafts of the new Vision, Mission and Goals, developed by the Vision 2017 Task Force, to the Board for review (VI.B.1), and asked the Board to approve and adopt the revised Vision and Mission Statements and Goals. Mr. Davidson moved that the new SCC Mission, Vision and Goals be approved as drafted, and Mr. Burrell seconded the motion, which passed unanimously.

Mr. Holt made a motion that the Additions to Full-Time Employee List (VII.A.1.a), Re-Employment of Full Time Employees (VII.A.1.b.), Additions to Part-Time Employee List (VII.A.2.a) and Potential Part-Time Employees (VII.A.2.b) be approved. Mr. Penland seconded the motion which carried unanimously, with Ms. Welch abstaining from the vote on the Part-Time Employee List (VII.A.2.a) due to a potential conflict of interest.

EXECUTIVE COMMITTEE

Mr. Bell reported that the Presidential Evaluation was completed and submitted to the auditor of the NC Community College System more than 60 days prior to the June 30, 2012 deadline.

The Board discussed relocating the Board Room photos. The Burrell building designer is still developing options, so the Board agreed to revisit the issue at the next meeting.

Executive Assistant to the President and Board of Trustees Nan Coulter distributed a memo and related information regarding required Ethics Education and Certification to the Trustees. Ms. Coulter announced that SCC will be serving as a host site for two Ethics Education and Certification sessions on May 4 and July 13, 2012. All Trustees were advised to plan to attend one of the two sessions.

The next meeting will be held on July 24th, 2012.

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

The meeting adjourned at 6:30 pm.

Terry Bell, Chairman
Board of Trustees

Don Tomas, Secretary
Board of Trustees