

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

**March 23, 2021 – SCC Jackson Campus**

**Attending:**

Trustees

Sue Bartlett	Luke D. Hyde
Caroline Coffey	Mark Jones
Vance Davidson	Beth Lofquist
Jean Ellen Forrister	Brett Rogers
Ken Henke	Gary Shields
Jeremy Hyatt	Lambert Wilson

College Staff

Don Tomas
Thom Brooks
William Brothers
Nan Coulter
Tyler Goode

**Absent**

Jeff Cloer, Cory McCall

**Guest**

Kelly Rich, Jackson County Clerk of Court

The Board of Trustees of Southwestern Community College (SCC) met for their bi-monthly meeting on March 23, 2021 in the Charles Siler Slagle Board Room of the Conrad G. Burrell Building on the Jackson campus, and virtually via Google Meet, due to the COVID-19 pandemic. Dr. Tomas, Ms. Bartlett, Mr. Wilson, and Ms. Coulter attended in person, with all others attending remotely.

**CALL TO ORDER**

Chairman Lambert Wilson called the meeting to order at 5:01 p.m. A quorum was present for the meeting.

**OATH OF OFFICE**

Chairman Wilson asked Kelly Rich of the Jackson County Clerk of Court's office, to administer the Oath of Office to Ms. Sue Bartlett, appointed by the Jackson County Board of Education to serve on the Southwestern Community College Board of Trustees. Ms. Bartlett was sworn in.

**CONFLICT OF INTEREST STATEMENT**

Chairman Wilson read the Conflict of Interest Statement.

## **PREVIOUS MEETINGS' MINUTES**

Mr. Wilson asked for a motion to approve the minutes of the Board of Trustees Meeting of January 26, 2021. Ms. Forrister made a motion to approve the minutes as presented, and Mr. Davidson seconded the motion, which passed unanimously.

## **PRESIDENT'S REPORT**

Dr. Tomas reported on the Fund for Budget Stabilization and the bills in both the NC House and Senate addressing community college employee salary increases.

Dr. Tomas presented comments from employees regarding their gratitude to the College for the efforts to keep students, faculty, and staff safe during the COVID-19 pandemic.

Dr. Tomas reported that the College has distributed HEERF II funds to students affected by COVID-19, based on their FAFSA forms and credit hours.

Dr. Tomas announced that the College was able to give full-time employees a \$1,000 bonus and permanent part-time employees a \$500 bonus in their February 2021 payroll. These are non-recurring bonuses.

Dr. Tomas updated the Board on the College's efforts to facilitate COVID-19 vaccination for students, faculty, and staff.

## **CURRICULUM AND STUDENT SERVICES**

Interim Chair of Curriculum and Student Services Ms. Forrister asked Dr. Thom Brooks, Executive Vice President for Instruction and Student Services to report on Curriculum and Student Services.

Dr. Brooks gave an update on the Fall 2020 Workforce Continuing Education Enrollment and Spring 2021 Curriculum Enrollment.

Under Action Items, Dr. Brooks presented a revision to the 2021-2022 Academic Calendar to eliminate the Fall Break. This was proposed by the Faculty Senate, based on the Fall 2020 calendar that eliminated Fall Break and ended the semester a week early.

Following review and discussion, Mr. Davidson made a motion to approve the proposed revision

to the Academic Calendar as presented, which was seconded by Dr. Lofquist and passed unanimously.

## **FINANCE AND CAMPUS IMPROVEMENT**

Mr. Hyde asked Vice President for Financial and Administrative Services William Brothers to give a report on Local Revenue Analysis and State Budget Expenditures. Mr. Brothers reported that the System Office has asked for a second reversion from the community colleges of 0.6%, for an annual total of 1.7%. The College had budgeted for a 2% reversion so this will not negatively impact the College budget.

Mr. Brothers informed the Committee that the College awarded a \$1,000 Essential Worker bonus to all full-time employees and a \$500 bonus to all part-time permanent employees for February 2021.

Under Action Items, Mr. Brothers presented the Budget Allocations and Transfers for review and discussion. Following discussion, Mr. Hyde made a motion to approve the Budget Allocations and Transfers, which was seconded by Mr. Jones and passed unanimously.

Mr. Brothers presented proposed changes to the following policies:

- 4.01.02 – Employment and Hiring
- 4.01.03 – Workload – Curriculum Faculty
- 4.01.08 – Workload – Adjunct Faculty
- 4.01.09 – Workload – Non-Curriculum Faculty
- 4.03.03 – Disciplinary Action, Suspension, and Dismissal
- 4.03.04 – Right of Appeal
- 4.03.07 – Resignations
- 4.03.08 – Reduction in Force

Following discussion, Dr. Lofquist made a motion to approve the Budget Allocations and Transfers and the revised policies as presented, which was seconded by Mr. Hyde and passed unanimously.

## **FACILITY UPDATE**

Mr. Brothers gave an update on Facilities, reporting on the status of the Health Sciences building construction, the Fire Rescue Training Facility, and the Firing Range. Furniture has been ordered for the Health Sciences building and should be delivered by the end of May/beginning of

June 2021, and the building should be ready to occupy in less than 6 months. The third floor is nearing completion. The College is waiting for a lease agreement from the Macon County Commissioners for the Franklin National Guard Armory. Work has begun on the Firing Range.

### **EXECUTIVE COMMITTEE**

Under Information Items, Chairman Wilson reported that the Executive Committee has approved the two leases for the Fire Rescue Training Facility; the armory and the site for the burn building.

Chairman Wilson announced that the 2020 President's Evaluation will be distributed to the Board after the Board meeting, and is due by April 15, 2021.

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

### **OTHER BUSINESS**

Chairman Wilson asked the Board if they wished to return to in-person meetings effective with the May 25 bi-monthly Board meeting. The consensus of the Board is to return to face-to-face meetings, with online attendance optional.

With no other business before the Board, Dr. Lofquist made a motion to adjourn the meeting. Mr. Davidson seconded the motion, which passed unanimously. The meeting adjourned at 5:45 p.m.

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Lambert Wilson, Chairman  
Board of Trustees

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Don Tomas, Secretary  
Board of Trustees