

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

July 26, 2005 - SCC Campus

Attending:

Trustees

Terry Bell
Conrad Burrell

Ed Madden

Paul Holt
Earl Hooper
Jake Hyatt
Mary Jane Letts

Pete Penland
Jerry Sutton
Kate Welch

College Staff

Cecil Groves
Quayle Neslen
Reece

Janet Burnette
Jim Campbell
Connie Haire

Susan McCaskill
Sharon Grasty

Chuck

George Stanley

Guests: Thom Brooks, Sara Hatton, Barbara Putman

The Board of Trustees of Southwestern Community College met for its regular quarterly meeting, with dinner preceding the meeting at 6:00 p.m. on July 26, 2005.

Chairman Conrad Burrell called the meeting to order at 7:00 p.m.

Ann Melton, Jackson County Clerk of Court, administered the oath of office to Trustees Jake Hyatt, Pete Penland and Kate Welch.

Mr. Holt made a motion to approve the minutes of the quarterly meeting of April 26, 2005 as mailed. Dr. Neslen seconded the motion which carried unanimously.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Vice President McCaskill reviewed the Continuing Education Enrollment Report (V A 1-a) and provided an update on current continuing education projects and initiatives. She noted the Cashiers Center has relocated to its new site and the college is well pleased with the facility.

Thom Brooks, Dean of Career Programs, provided a report on the college's SACS compliance process. As part of the upcoming SACS review, the institution is required to develop a Compliance Certification Document demonstrating its compliance with each of the core SACS requirements. A team of knowledgeable representatives from the functional areas of the college has been assembled to produce this document. Dr. Brooks distributed and reviewed a handout detailing the process. He noted the college's compliance audit reports can be viewed on the SCC website.

Barbara Putman, Dean of Arts and Sciences, provided a report on another component of the college's SACS review, the Quality Enhancement Plan (QEP). She distributed a handout and reviewed the goals and major initiatives of the QEP.

Ms. Putman distributed copies of the college literary review, *The Milestone*. *The Milestone* is published by the college and features art and written works by SCC students and staff.

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Dr. Groves presented Policy Updates 5.1 and 5.8 for approval (V B 2-a). Mr. Hooper made a motion that Policy 5.1 and 5.8 be approved. Ms. Welch seconded the motion which carried unanimously.

Vice President Haire provided a quarterly update on activities and highlights for the Student and Institutional Development area (V C 1-a).

Dr. Haire distributed and reviewed a summary of the U.S. Department of Education Title III grant. The five-year grant was awarded to SCC in 1999 and culminates this year. The college plans to develop and submit an application for the 2007 funding cycle.

Dr. Haire distributed and reviewed a summary of the grant funded GEAR-UP program which concludes in August 2005. Designed to increase the number of low-income students prepared to succeed in postsecondary education, the five-year program was administered as a collaborative effort among SCC and nine public schools in Jackson, Macon, Swain Counties and the Qualla Boundary. The college has submitted an application for refunding.

Dr. Haire gave an update on the status of the new Macon Campus. A groundbreaking ceremony has been scheduled for August 10 at the campus site. Construction is expected to start shortly thereafter. In the meantime, she will be relocating to the Macon County Courthouse Annex and plans are underway to increase the number of curriculum course offerings at that site.

FINANCE AND CAMPUS IMPROVEMENTS COMMITTEE

Vice President Burnette reviewed the Local Revenue Analysis (VI A 1-a) and State Current Expenditures (VI A 1-b) for the period ending June 30, 2005.

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

Vice President Campbell provided a technology update. A major project underway this summer is the process of converting the college's ITV system from the old analog system to a new digital system. This has involved decommissioning and dismantling the old network and replacing it with new equipment in the college labs and at public school sites. His department has recently completed retrofitting two interactive television classrooms on the Jackson Campus. The college website has also been updated with a new look.

EXECUTIVE COMMITTEE

Dr. Groves reported on anticipated legislative appropriations for the 2005/2006 fiscal year. It is anticipated a full budget will be approved by the Legislature in early August with funding allocations distributed to the college in September.

Dr. Groves gave a brief update on the telecommunications initiative. He noted the project is making good progress and when implemented will greatly enhance the college's distance learning efforts.

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Dr. Groves provided an update on construction and facility projects. The Cashiers Center has relocated to its new site and plans are underway to provide a parking area. He noted the new site offers a tremendous advantage to the college and expressed his appreciation to the Jackson County Commissioners for making the property available to Southwestern Community College. Additional storage space has been identified in the Balsam Building on the Jackson Campus and the space is currently being renovated. Construction is expected to commence soon at the new Macon Campus site. The college will continue to maintain a presence at the Macon County Courthouse Annex with Dr. Haire operating out of the facility until the new building is complete. The Small Business Center and Expanding Industry personnel currently housed in the Annex will relocate to the Swain Center. Scott Sutton, Director of Extension Education - Professional Licensure will relocate to the Cherokee Center.

Mr. Holt made a motion that the Additions to the Full-Time Employee List (VII B-1), Additions to Part-Time Employee List (VII B-2), Full-Time Employee List 2005/06 (VII B-3), and Potential Part-Time Employee List 2005/06 (VII B-4) be approved. Mr. Madden seconded the motion which carried unanimously.

Mr. Holt made a motion that the Revision of Policy 2.1 - Board of Trustees Bylaws (VII B-5) and Revision of Procedure 2.2 Board of Trustees Committees (VII B-6) be approved. Mr. Bell seconded the motion which carried unanimously.

Dr. Groves and George Stanley presented the Utility Easement / BalsamWest FiberNET (VI A 2-b) for approval. Mr. Sutton made a motion that the Utility Easement / BalsamWest FiberNet be approved. Mr. Penland seconded the motion which carried unanimously.

Dr. Groves and Mr. Stanley presented the Collocation Agreement with BalsamWest FiberNET, LLC (VII B-7) for approval. Mr. Sutton made a motion that the Collocation Agreement with BalsamWest FiberNET LLC be approved. Dr. Neslen seconded the motion which carried unanimously.

Following Mr. Sutton's recommendation, it was the consensus of the Trustees that a valid special circumstances situation still exists and continuity in the Board of Trustees leadership is desired. Mr. Sutton made a motion that due to special circumstances, the normal re-election procedure be expedited and the terms of officers Conrad Burrell as Chairman, Pete Penland as Vice Chairman and Cecil Groves as Secretary be extended for another year. Mr. Holt seconded the motion which carried unanimously.

Dr. Groves reported on the college's recent hosting of the North Carolina Association of Community College Presidents (NCACCP) Summer conference. The event went smoothly and he thanked college staff who participated in the planning and implementation of the conference.

Summer commencement will be held on Thursday, August 4, at 7:00 p.m. in the Myers Auditorium. Dr. Groves invited all Trustees to participate in the ceremony.

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

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The next quarterly Board of Trustees meeting is scheduled for Tuesday, October 25, 2005.

The meeting adjourned at 8:10 p.m.

Conrad Burrell, Chairman
Board of Trustees

Cecil L. Groves, Secretary
Board of Trustees

Date