

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

October 24, 2006 - SCC Campus

Attending:

<u>Trustees</u>		<u>College Staff</u>
Terry Bell	Brian McMahan	Janet Burnette
Conrad Burrell	Quayle Neslen	Jim Campbell
Earl Hooper	Pete Penland	Gene Couch
Mary Jane Letts	Bob Simpson	Sharon Grasty
		Connie Haire
		Susan McCaskill
		Chuck Reece
		George Stanley

Guests: Thom Brooks, Sonja Haynes, Delos Monteith, Barbara Putman

The Board of Trustees of Southwestern Community College met for its regular quarterly meeting on October 24, 2006.

Chairman Conrad Burrell called the meeting to order at 4:30 p.m.

Mr. Penland made a motion to approve the minutes of the quarterly meeting of July 25, 2006 as mailed. Mr. Bell seconded the motion which carried unanimously.

In Dr. Groves' absence, Chairman Burrell called upon Vice President Couch to present the President's report.

Dr. Couch provided a brief background of the SACS reaffirmation of creditation process and reported on the results of the recent visit by the on-site SACS team. The visit was successfully concluded with only four recommendations identified out of 73 areas reviewed. The college now has five months to submit a report in response to these recommendations. The areas identified were relatively minor, and it is anticipated that the college will be able to address the four items to SACS' satisfaction. SACS will give their final report and reaffirmation decision in June 2007.

Dr. Couch presented recognitions to Thom Brooks, Delos Monteith, and Barbara Putman for their contributions to the college during the reaffirmation process. Mr. Monteith also presented Dr. Couch with a recognition of his service as leader of the reaffirmation effort. On Dr. Groves' behalf, Chairman Burrell related Dr. Groves' pride in the institution's achievement of a successful review process and his appreciation to Dr. Couch, Mr. Monteith, Dr. Brooks and Dr. Putman for their leadership and dedication. Chairman Burrell also expressed his appreciation for their contributions.

Mr. McMahan and Dr. Neslen entered the meeting at 4:48 p.m.

Chuck Reece presented the Master Plan 2006 for the trustees to review. The college master plan was updated to reflect changes in the college's physical facilities and program needs. The plan will be brought back to the Board at the January quarterly meeting for further discussion and approval.

Sonja Haynes, Executive Director of the SCC Foundation, provided a report on Foundation activities. The October 4 Annual Golf Tournament was an overwhelming success with a record number of participating golfers and sponsors and a record profit of \$15,402. Proceeds from the event will be used to fund scholarships to SCC.

Ms. Haynes reported on the Foundation's Annual Campaign fundraising efforts. The campaign's goal is a total amount of \$50,000.00 with one hundred percent participation from both college employees and Foundation Board members. To date, a total of \$16,669 has been pledged or donated. Donated funds have many uses including scholarships, faculty mini-grants, educational field trips and classroom technology enhancements. Now that the internal campaign is underway, Ms. Haynes will begin to concentrate efforts on the external campaign. She encouraged the trustees to participate in this campaign by their donations and by providing the names of potential donors to be contacted. Donations or pledges should be made to the **SCC Foundation** and sent to Ms. Haynes.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Vice President McCaskill presented the Continuing Education Enrollment Report (IV A 1-a) and provided an update on continuing education programs and initiatives.

Dr. Couch reviewed the Enrollment Comparison Report for Fall Semester 2005 and 2006 (IV B 1-a). Figures indicate a three percent increase in FTE and a five percent increase in student headcount.

As a result of recent discussions with the the Eastern Band of Cherokee, the college resubmitted a proposal to the tribe to offer the Associate in Fine Arts - Cherokee Arts Institute program. The proposal was approved and the college will move forward with initiating the program. Dr. Couch noted the Fine Arts - Cherokee Arts Institute will be a quality program designed to draw regional and national attention and will be offered in Cherokee on the Qualla Boundary.

Dr. Couch presented the Medical Assisting Program for approval (IV B 2-a). Mr. Hooper made a motion that the Medical Assisting Program be approved. Mr. Simpson seconded the motion which carried unanimously.

Dr. Couch presented the Civil Engineering Program for approval (IV B 2-b). Mr. Sutton made a motion that the Civil Engineering Program be approved. Mr. Simpson seconded the motion which carried unanimously.

Local county governments are experiencing a shortage of wastewater technicians. Discussion was held on the possibility of the college offering a waste water technician program to address this shortage. Mr. Simpson suggested the college check with state requirements for county waste water technicians; and if a community college degree is sufficient, consider the feasibility of offering a program in this area.

Vice President Haire provided a quarterly update on activities and highlights for the Macon Campus and Institutional Advancement area (IV C 1-a). Construction continues to progress on the new campus and the architect continues to closely monitor the construction process. The Substantive Change Request for the new campus has been submitted to the Southern Association of Colleges and Schools (SACS) for approval. Fall registration was successful with fifty-five curriculum classes now in session at the Macon Annex and the old Cartoogechaye School. The Macon Early College is also progressing as planned.

Discussion was held on issues and concerns with the new Macon campus building construction. Mr. Stanley detailed some of the problems encountered during the construction. He noted the college has the option of not accepting the building until January instead of December 20 if substantial completion is not done prior to the Christmas holiday. For future construction projects, Mr. Stanley plans to inquire into a state regulation which would allow the college to conduct contractor negotiations rather than undergo the bidding process.

FINANCE AND CAMPUS IMPROVEMENTS COMMITTEE

Vice President Burnette reviewed the Local Revenue Analysis (V A 1-a) and State Current Expenditures (V A 1-b) for the period ending September 30, 2006.

Ms. Burnette presented the Budget Transfers (V A 2-a) for approval. Approval was requested to transfer \$200,000.00 from Plant Capital to Plant Operations in order to cover a shortfall in operating funds. Discussion was held on the implications of this transfer. Ms. Burnette noted the transfer would result in putting some facility repairs and updates on hold. Following discussion, Dr. Neslen made a motion that the Budget Transfers be approved. Mr. Simpson seconded the motion which carried unanimously.

Ms. Burnette presented the 2006/07 Budget Request for approval (V A 2-b). Mr. Sutton made a motion that the 2006/07 Budget Request be approved. Mr. Penland seconded the motion which carried unanimously.

Ms. Burnette presented the 2006/07 Budget Resolution for approval (V A 2-c). Mr. Penland made a motion that the 2006/07 Budget Resolution be approved. Mr. Bell seconded the motion which carried unanimously.

Vice President Campbell provided an update on technology initiatives. The college website has been updated with a new look and response has been very positive. The next website enhancement will involve a project with the Campus EAI Consortium using funds from the Oracle grant. The conversion to the Information System of the Future continues to progress with completion anticipated next year. His department recently underwent a two-year IT audit conducted by the State with a good preliminary report. He will present the final report at the next quarterly Board meeting. Chairman Burrell commended Mr. Campbell on his work for the college and the local area.

EXECUTIVE COMMITTEE

Mr. Penland made a motion that the Additions to the Full-Time Employee List (VI A-1) and the Additions to Part-Time Employee List (VI A-2) be approved. Dr. Neslen seconded the motion which carried unanimously.

Following discussion, Mr. Simpson made a motion that the Board of Trustees increase Dr. Groves' local supplement by \$7,412.00 per annum. Mr. Hooper seconded the motion which carried unanimously.

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

The next quarterly Board of Trustees meeting is scheduled for Tuesday, January 23, 2007.

The meeting adjourned at 5:55 p.m.



Conrad Burrell, Chairman
Board of Trustees



Cecil L. Groves, Secretary
Board of Trustees

5/21/07

Date