

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

April 25, 2006 - SCC Campus

Attending:

Trustees

Conrad Burrell
Paul Holt
Earl Hooper
Jake Hyatt

College Staff

Eddie Madden	Cecil Groves	Gene Couch
Pete Penland	Sharon Grasty	Connie Haire
Jerry Sutton	Janet Burnette	Susan McCaskill
	Jim Campbell	George Stanley

Guests: Thom Brooks, Janice Jones

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 April 25, 2006.

Following dinner, Janice Jones was presented a framed copy of a resolution honoring her late husband, Leon Jones, for his service on the SCC Board of Trustees.

Chairman Conrad Burrell called the meeting to order at 7:00 p.m. and welcomed newly appointed trustee, Edwin (Eddie) Madden, Jr.

Ann Melton, Jackson County Clerk of Court, administered the oath of office to Mr. Madden.

Mr. Holt made a motion to approve the minutes of the quarterly meeting of January 24, 2006 as mailed. Mr. Penland seconded the motion which carried.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Vice President McCaskill reviewed the Continuing Education Enrollment Report (IV A 1-a).

Ms. McCaskill gave an update on the trades programs the college offers in partnership with the LBJ and Oconalufee Job Corps Centers. She distributed brochures detailing these programs.

Ms. McCaskill reported that the System Office Program Audit Services staff recently completed a program audit at SCC for Spring Semester 2004 through Spring Semester 2005. One audit exception was noted in continuing education. The college concurs with the exception and has taken corrective measures in response to the findings.

Ms. McCaskill presented the revised Policy 5.5 - Accountability & Credibility Internal Audit Plan (IV A 2-a) for approval. Mr. Sutton made a motion that the Accountability & Credibility Internal Audit Plan be approved as revised. Mr. Hooper seconded the motion which carried.

Vice President Couch reported on activities and highlights for the Instructional and Student Services area. The SCC Academic Challenge competition was a success and the college plans to continue the event next year. SCC made a significant investment in professional development this year for faculty. Two off-campus Great Teacher Retreats were held with the majority of full-time faculty participating. The retreats were designed to enable faculty to improve their teaching methods. The Respiratory program recently underwent a site visit which was very successful. The program received zero recommendations. Community College System President Martin Lancaster was the keynote speaker at the April 4 SCC Academic Awards ceremony. He had an opportunity to tour campus facilities and visit with staff prior to the event. Spring commencement ceremonies will be held at 5:00 p.m. and 7:30 p.m. on Wednesday, May 10. Trustee attendance is encouraged. Information will be mailed next week giving further details.

Dr. Couch reported that the System Office Program Audit Services staff recently completed a program audit at SCC for Spring Semester 2004 through Spring Semester 2005. In the audit report two concerns were noted for the curriculum area. The college has taken corrective measures in response to the audit findings.

Dr. Couch presented the Lateral Entry program for approval (IV B 2-a). This program will be offered at a certificate level. Mr. Holt made a motion that the Lateral Entry program be approved. Mr. Hooper seconded the motion which carried.

Dr. Couch called upon Thom Brooks, Dean of Career Programs, to provide an update on the status of the college's SACS compliance report. As part of the upcoming SACS review, the institution developed a Compliance Certification Document demonstrating its compliance with each of the core SACS requirements. Dr. Brooks distributed a handout detailing the work of the Compliance Team and reported the completed document was submitted in March to the off-site SACS review team. The findings of the SACS team will be available by the first week of June. Upon request, a hard copy of the report can be made available to trustees or it can be viewed on the SCC website.

Vice President Haire provided a quarterly update on activities and highlights for the Macon Campus and Institutional Advancement area (IV C 1-a). A meeting was recently held with the Macon County manager to present budget requests. Staff continues to work with Macon County public schools on the Early College High School initiative. Upward Bound students won first place in the state Scholar Bowl in March. New Century Scholars is celebrating its 10th anniversary this academic year and a three-county celebration was held on April 6 at the Jackson Campus. The Foundation fundraiser featuring the music of Patsy Cline was a success. The Ducks on the Tucks event will be held on Saturday, April 29.

Discussion was held on the impact of the recent plant closing in Rabun, GA and how best to provide services to the Macon County residents who were employed at the facility. Mr. Sutton emphasized the importance of providing information to these dislocated workers regarding the services available through Southwestern.

FINANCE AND CAMPUS IMPROVEMENTS COMMITTEE

Vice President Burnette reviewed the Local Revenue Analysis (V A 1-a) and State Current Expenditures (VI A 1-b) for the period ending March 31, 2006.

Ms. Burnette reported that the Office of the State Auditor has completed the college's financial audit for the year ended June 30, 2005. The college received a clean audit report with no instances of noncompliance and no material weaknesses in internal control noted.

Ms. Burnette presented the Budget Transfers (V A 2-a), Annual Local Budget 2006/07 (V A 2-b), Annual College Budget 2006/07 (V A 2-c), and Accounts Receivable Balance Write-Off (V A 2-d) for approval.

Mr. Holt made a motion that the Budget Transfers, Annual Local Budget 2006/07, Annual College Budget 2006/07 and Accounts Receivable Balance Write-Off be approved. Mr. Penland seconded the motion which carried.

Mr. Holt made a motion that the college initiate the practice of swearing out warrants for individuals owing return check balances in order to utilize the court system to collect delinquent funds. Mr. Hyatt seconded the motion which carried.

Vice President Campbell provided a technology update. The conversion to the Information System of the Future is continuing to progress well. The college has received a prestigious grant award of \$900,000 over a period of five years. The grant, sponsored by software database company Oracle, will allow the college to utilize additional technology to upgrade its website. The college is also assisting the local public schools in upgrading their ITV classrooms. Commitments have been received from the school superintendents for financial support of these upgrades. Fiber is now connected to the Macon Annex and the Public Safety Center in Macon County.

EXECUTIVE COMMITTEE

Dr. Groves and George Stanley provided an update on construction and land acquisition projects. A meeting was recently held with representatives of the architect firm and building contractor for the Macon campus project. Construction has been halted on the project due to the determination by the structural engineer that several truss columns were not plumb. Corrective action is being taken to rectify this and the structural or aesthetic integrity of the building will not be compromised. Mr. Stanley distributed a letter from the project's architect detailing the progress of the construction.

Dr. Groves noted the college has been very pleased with the architect, Mike Watson, of Bowers, Ellis & Watson. Mr. Watson has been conducting weekly field inspections of the construction site.

Land transfer documents have been signed for the Forest Service property transfer and negotiations are on-going with the Forest Service. The land transfer will be included in the Governor's upcoming budget request.

A public announcement of the \$3 million dollar grant to WRESA will be held on Thursday, April 27. The Golden Leaf Foundation (\$2 million) and the Cherokee Preservation Foundation (\$1 million) awarded the grant to assist the public schools and school systems in Jackson, Macon, Clay, Cherokee, Graham and Swain counties to procure and use high-capacity broadband configurations to enhance learning and educational opportunities. The project will be administered through the Southwestern Planning and Economic Development Commission. The efforts of the Balsam West partnership were instrumental in securing these grant funds.

The agenda for the upcoming legislative session will include a fund request for the Forest Service property transfer. Also, a specific appropriations bill will be submitted by Representative Haire to the legislature requesting additional funds for the Macon campus. The bill is supported by Senator Snow and Representative West. A major topic of the session will also be a requested increase in community college faculty and staff salaries. Trustees were encouraged to support community college budget requests when speaking with legislative representatives.

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

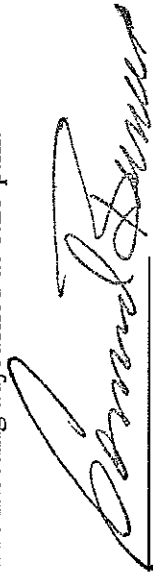
Presidential Evaluation forms were distributed to the Trustees. Evaluations should be completed and forwarded to Chairman Burrell by May 15.


Dr. Groves announced the college was recently saddened by the loss of employee Robin Setzer. Ms. Setzer died recently following a long illness.

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

The next quarterly Board of Trustees meeting is scheduled for Tuesday, July 25, 2006.

The meeting adjourned at 8:25 p.m.


Conrad Burrell, Chairman
Board of Trustees


Cecil L. Groves, Secretary
Board of Trustees

7/25/06
Date