

**MINUTES OF THE BOARD OF TRUSTEES MEETING**  
**Southwestern Community College**

**January 24, 2012 – SCC Campus**

**Attending:**

Trustees

Terry Bell  
Conrad Burrell  
Vance Davidson  
Dewayne Elders  
Paul Holt  
Kate Welch

Brenda Oocumma  
Tracie Rice  
Gary Shields  
Jerry Sutton  
Lambert Wilson

College Staff

Don Tomas            Chuck Reece  
Nan Coulter         Ryan Schwiebert  
Suzanne Vincent    George Stanley  
Thom Brooks         Sonja Haynes  
Kate Welch           Janet Burnette  
Curtis Dowdle       Cheryl Davids  
Delos Monteith

The Board of Trustees of Southwestern Community College met for its regular quarterly meeting on January 24, 2011.

Chairman Terry Bell called the meeting to order at 5:12 pm and read the ethics statement.

Mr. Holt made a motion to approve the minutes of the quarterly meeting of October 24, 2011. Mr. Davidson seconded the motion, which carried unanimously.

**PRESIDENT’S REPORT**

Dr. Tomas introduced and welcomed new staff members Nan Coulter, Executive Assistant to the President; and Cheryl Davids, Dean of the Macon Campus. Dr. Tomas also introduced Curtis Dowdle, Director of the Public Safety Campus.

Mr. Dowdle presented information on the National Park Service Seasonal Law Enforcement Training Accreditation. The SCC program is the first nationally accredited NPS program and will be used as a “best practice” program for new programs also seeking accreditation. Mr. Dowdle stated that it was an honor to be selected and accredited by the National Park Service. Mr. Dowdle also reported on the Federal Law Enforcement Training Program, hosted by SCC. The SCC program is the oldest, and SCC’s continued support of the PSTC is key. A new class started on January 24, 2012 and is already full. Dr. Tomas congratulated Mr. Dowdle on the outstanding accomplishment.

## **CURRICULUM AND STUDENT SERVICES COMMITTEE**

Dean Sonja Haynes provided an activity/enrollment update showing the fall enrollment highlights (IV A 1b). The current head count is 6,517.

Ms. Haynes also presented a revision to Policy 5.5 – Accountability and Credibility Internal Audit Plan for Extension Education (IV A 2a) and a revision to Policy 7.20 – Self Supporting Class Policy (IV A 2b). Mr. Sutton made motion to approve Policy 5.5 – Accountability and Credibility Internal Audit Plan for Extension Education (IV A 2a) and Policy 7.20 – Self Supporting Class Policy (IV A 2b). Mr. Wilson seconded the motion which carried unanimously.

Vice President Brooks welcomed two staff in new positions: Sonja Haynes, Dean of Workforce and Economic Development and Cheryl Davids, Dean of the Macon Campus.

Dr. Brooks reviewed four recent accreditation reports (IV B 1a). The Jerry Sutton Public Safety Training Center just received the first national certification for its National Park Service program as presented by Mr. Dowdle. Medical Assisting is in its final stage of review is expected to receive accreditation later this week. The physical therapy program recently renewed its accreditation. The final report is the SACS 5<sup>th</sup> year report that has been in process for a year and should be ready for review in July.

Dr. Brooks also reviewed four recent program initiatives. The Basic Skills Plus program is a program for GED students that provides an opportunity for those students to participate in some curriculum classes while enrolled in the GED program. Approval for CNA and automotive certificates has been received. Students participating in the program will be eligible to apply for tuition fee waivers. This will have no financial impact on SCC, but we will gain FTEs.

Macon County Job Link Career Center has recently signed a Memorandum of Understanding with SCC to have an SCC human resources staff member located on the Job Link site. The staff member will provide employment skills classes and individual counseling for job seekers.

The Jackson County STEP program is a pilot program grant funded through Southwestern Commission. The program seeks to serve 10-12 students per year and will offer students a chance to complete the SCC adult high school program as well as complete a high school diploma with Jackson County Schools. A program coordinator has recently been selected.

The final program discussed was Career and College Promise. The state initiative replaces the previous high school programs like Huskins and Dual Enrollment. The program has a career and technical education track as well as a college transfer track. Discussion was held on the increased barriers created for students and ways to discuss the issue with students, parents and legislators.

Dr. Brooks also reviewed the Curriculum Enrollment Report for Fall 2011 (IV B-1b). There has been an increase in FTE while a decrease in overall student numbers. The concurrent enrollment numbers have dropped about 30%.

Executive Vice President Burnette reported that the equipment audit was complete and we have not lost any equipment in the past year.

Ms. Burnette reviewed the Local Revenue Analysis and State Current Expenses for the period ending December 31, 2011 (V A 1a, V A 1b).

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

Ms. Burnette presented Policy 7.2 – Tuition and Fees (V A 2b) for approval. Mr. Sutton made a motion to approve Policy 7.2 – Tuition and Fees. Mr. Wilson seconded the motion which carried unanimously.

Ms. Burnette presented Policy 3.18 - Tobacco Use (V A 2c) for approval. Mr. Davidson made a motion that Policy 3.18 – Tobacco Use be approved. Mr. Elders seconded the motion which carried unanimously. The tobacco-free campus policy will be effective May 9, 2012.

Ms. Burnette recommended renewing the NC Department of Commerce lease at the Swain Center (V A 2d). She explained that the Department of Commerce has requested a reduction in the lease and the Finance Committee recommended renewing the 3 year lease with a 50% reduction to \$150/month. Ms. Welch made a motion to approve the lease. Mr. Burrell seconded the motion which carried unanimously.

Ms. Burnette also recommended renewing a lease with Swain County for the NC Cooperative Extension at the Swain Center (V A 2e). It is a five year lease for no cost as per an agreement made with Swain County. Mr. Wilson made a motion to approve the lease. Mr. Holt seconded the motion which carried unanimously.

Mr. George Stanley reported that the Burrell Building will be substantially complete by March 23-30 and they intend to wrap up in April. The Public Water supply in Raleigh has not yet approved the water for the project.

Vice President Schwiebert provided an update on information technology (V B 1). They have been upgrading the college infrastructure and expanded the IT Help Desk. The changes have led to a much smoother beginning of the semester. In addition, a fail-safe device has been put in at the Macon campus that will allow students to access their blackboard information even during power outages.

Dr. Schwiebert explained that the Burrell building is on track for technology. They've been working on security, cabling and equipment.

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

Mr. Stanley listed identified three Burrell Building action items. They included reducing the budget on the project by \$400,000 to fund two additional projects related to the water. The two projects include the acquisition of and refurbishing the 500,000 gallon water tank and the acquisition of the necessary water lines, control valves and back flow prevention. Mr. Sutton made a motion to approve the budget reduction, the acquisition of the water tank, and the acquisition of necessary water lines, control valves and back flow prevention. Mr. Shields seconded the motion which carried unanimously.

Mr. Bell introduced and distributed the Presidential Evaluation packet (VII). Members of the Board of Trustees are to fill out the evaluation and return to Mr. Bell via a self-addressed stamped envelope by March 15. The results of the evaluation will be discussed at the April board meeting.

Delos Monteith distributed Vision 2017 surveys to all board members present (VIII A). Mr. Monteith led the Board in a focus group for the Vision 2017 process.

The next meeting will be held on April 24<sup>th</sup> and will include a tour of the Burrell Building. Discussion was held on the possibility of holding the July meeting on the Macon Campus and changing the date of the October meeting to accommodate schedules.

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

The meeting adjourned at 6:37pm.

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Terry Bell, Chairman  
Board of Trustees

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Don Tomas, Secretary  
Board of Trustees