BOARD OF TRUSTEES

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

October 26, 2004 - SCC Campus

Attending:

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<th>Trustees</th>
<th>College Staff</th>
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<tr>
<td>Conrad Burrell</td>
<td>Cecil Groves</td>
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<td>Virginia Cranfield</td>
<td>Quayle Neslen</td>
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<td>Earl Hooper</td>
<td>Pete Penland</td>
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<td>Paul Holt</td>
<td>Robert Simpson</td>
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<td>Leon Jones</td>
<td>Jerry Sutton</td>
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<td>Constance Haire</td>
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<td>Dwight Wiggins</td>
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<td>Chuck Reece</td>
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<td>George Stanley</td>
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The Board of Trustees of Southwestern Community College met for its regular quarterly meeting, with a reception and dinner preceding the meeting at 5:30 p.m. on October 26, 2004.

As part of its 40th anniversary celebration, the College wanted to express its appreciation to current and former SCC Trustees for their service to the institution. During dinner, Dr. Groves recognized the Trustees and presented them with a copy of a limited edition print by artist Michael Rogers.

Dr. Groves also presented legislative representatives, Phil Haire and Senator Robert Carpenter, with a plaque from the North Carolina Association of Community College Presidents in recognition of their service during the 2004 legislative session.

Chairman Conrad Burrell called the meeting to order at 7:12 p.m.

Ann Melton, Jackson County Clerk of Court, administered the oath of office to Trustees Paul Holt and Virginia Cranfield.

Mr. Sutton made a motion to approve the minutes of the quarterly meeting of July 27, 2004 as mailed. Dr. Neslen seconded the motion which carried.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Vice President Wiggins reviewed the Summer 2004 Continuing Education Enrollment Report (V A 1-a). The college will realize a short-term negative impact on Continuing Education FTE due to flood damage at the LBJ Job Corps Center which necessitated sending students home for almost a month.

Vice President Couch reported a record curriculum enrollment for Fall 2004. For the first time in the college’s history, the number of students enrolled exceeded 2000. This represents a five
and a half percent increase from Fall 2003.

Dr. Couch presented the Independent Associate Degree Nursing Program for approval (V B 2-a).

Since 1981 the college has provided RN level nursing education as part of a Region A Nursing Consortium consisting of Haywood Community College, Southwestern Community College, and Tri-County Community College. Written confirmation was received in September that the Haywood Board of Trustees had voted to withdraw from the consortium. Dissolution of the consortium will necessitate that the college apply for independent approval of the Nursing program from the Community College System and the North Carolina Board of Nursing. At the request of the System Office, the consortium presidents met on October 25 and subsequently agreed to continue the association for a year and review it before considering separation. However, to position the college to move forward without delay in the advent of a future dissolution, the college requested Board approval to pursue independent status for the Nursing program.

Mr. Simpson made a motion that the Independent Associate Degree Nursing Program be approved. Ms. Letts seconded the motion which carried.

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

**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 September 30, 2004.

Ms. Burnette presented the Budget Transfers (VI A 2-a), Budget Request (VI A 2-b) and Budget Resolution (VI A 2-c) for approval. Mr. Holt made a motion that the Budget Transfers, Budget Request and Budget Resolution be approved. Dr. Neslen seconded the motion which carried.

Ms. Burnette presented the Travel Policy (VI A 2-d) for approval. Mr. Holt made a motion that the Travel Policy be approved. Dr. Neslen seconded the motion which carried.

Ms. Burnette presented the Bonus Leave Policy for approval. This policy was approved conditionally last year subject to review after one year. After discussion, Mr. Sutton made a motion that the Bonus Leave Policy be approved. Mr. Simpson seconded the motion which carried.

Vice President Campbell provided an update on telecommunications projects. The conversion process to the Info System of the Future is progressing on schedule. The majority of the Business Office components have been converted and the Human Resources Office will be online by January. Implementation of the system has required extensive additional training for Business Office and Computer area personnel.

**EXECUTIVE COMMITTEE**

Dr. Groves provided an update on the new Macon County campus project. He reviewed plans for the administration/classroom building and distributed a copy of the construction timeline. The project is expected to go out for bid on January 3, with construction beginning in March and final completion in May 2006.
Dr. Groves provided an update on property acquisition efforts. Efforts are still ongoing regarding acquisition of the Forest Service property adjacent to the college. It is anticipated that relocation to the new Cashiers site will commence next Spring pending settlement of the Freeman lawsuit. The Swain County government has asked for an extension of the Cooperative Extension lease at the Almond Center. If the lease is extended, the college will ask for additional funds from the county to offset the increasing costs of maintaining the leased space.

Dr. Groves provided an update on the fiber project. He distributed a map of the project area and reported that seventy percent of the fiber loop is now completed with ninety percent of the hardware installed. He expressed his appreciation for the efforts and support of the BalsamWest partners, Drake Enterprises and the Eastern Band of Cherokee.

Mr. Penland made a motion that the additions to the Full-Time Employee List (VII B-1), and additions to the Part-Time Employee List (VII B-2) be approved. Mr. Holt seconded the motion which carried.

Nominating Committee Chairman, Earl Hooper, presented the Constitutional Amendment request (VIII). In order to provide flexibility in leadership of the Board at a time when continuity would be more advantageous to the college, the Committee feels special circumstances exist that require an amendment to the Board of Trustees Constitution.

Upon recommendation of the Nominating Committee, Mr. Hooper made a motion that the Constitution of the Board of Trustees be amended as follows:

ARTICLE V, Section 3 - "Neither the Chairman nor the Vice-Chairman shall be eligible to serve more than three consecutive terms in the same office, provided that in special circumstances, as determined by the Board of Trustees, a Chairman and/or Vice-Chairman may be re-elected to additional terms so long as the same special circumstances exist that caused the re-election exemption."

Mr. Sutton seconded the motion which carried.

Mr. Hooper presented the slate of proposed officers of the Southwestern Community College Board of Trustees for 2005 from the Nominating Committee consisting of Terry Bell, Earl Hooper, and Kate Welch. The committee recommended Conrad Burrell for Chairman, Pete Penland for Vice Chairman, and Cecil Groves for Secretary. No nominations were received from the floor.

Mr. Simpson made a motion that the nominations be closed and that the recommended slate of officers be approved. Mr. Holt seconded the motion which carried.

Mr. Holt made a motion that the Board enter Executive Session at 8:10 p.m. for the purpose of discussing personnel issues in accord with G.S. 143-318.11(a)(6). Mr. Hooper seconded the motion which carried. The Board entered Executive Session at 8:12 p.m.

The Board returned from Executive Session at 8:19 p.m.

Mr. Holt made a motion that the Board of Trustees increase Dr. Groves’ local supplement by $2706.00 per annum retroactive to July 1, 2004. Ms. Letts seconded the motion which carried.

Mr. Sutton made a motion to adjourn. Mr. Penland seconded the motion which carried.
The next quarterly Board of Trustees meeting is scheduled for Tuesday, January 25, 2005.

The meeting adjourned at 8:22 p.m.

/s/______________________________  /s/______________________________
Conrad Burrell, Chairman              Cecil L. Groves, Secretary
Board of Trustees                    Board of Trustees

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