

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

February 18, 2014 – SCC Jackson Campus

Attending:

Trustees

Terry Bell
Conrad Burrell
Jeff Cloer
Vance Davidson
Dewayne Elders
John Herrin
Paul Holt

Libby Knight
Brenda Oocumma
Tracie Rice
Gary Shields
Jerry Sutton
Lambert Wilson

College Staff

Don Tomas
Nan Coulter
Thom Brooks
Janet Burnette
Johnathan Dean
Tyler Goode

Sonja Haynes
Daniel Manring
Lynda Parlett
Chuck Reece
Ryan Schwiebert

The Board of Trustees of Southwestern Community College (SCC) met for its regular quarterly meeting on February 18, 2014 in the Slagle Board Room of the Conrad Burrell Building on the Jackson campus.

Chairman Terry Bell called the meeting to order at 5:13 pm and read the Ethics and Conflict of Interest statement. Mr. Bell asked for a motion to approve the minutes of the quarterly meeting of October 22, 2013. Mr. Cloer made a motion to approve the minutes as presented, and Mr. Shields seconded the motion, which carried unanimously.

PRESIDENT’S REPORT

Dr. Don Tomas introduced a proposed Board of Trustees resolution in support of the reinvestment of state funds in the North Carolina Community College System. The resolution will be sent to elected representatives in the North Carolina General Assembly. The proposed resolution will be discussed later in the agenda under Executive Committee.

Dr. Tomas gave an update on behalf of the SCC Foundation. He distributed a status report on the Student Success Campaign, said he would discuss the acquisition and disposition of the Brush Creek property donation under Other Business, as well as a request from the Foundation Board of Directors to appoint an additional member of the Board of Trustees to serve on the Foundation Board that will be covered under Executive Committee.

Dr. Tomas delivered the Facility and Campus Improvement update. He will request a joint work session with the Macon County Board of Commissioners and the Executive Committee of the SCC Board of Trustees to discuss the Macon Campus Facility Master Plan. The Founders Hall/Bradford Hall renovation request has been submitted to the State for approval. The boiler providing heat to Oaks Hall was replaced due to equipment failure, and Dr. Tomas applauded the efforts of the Facilities and Maintenance crews as well as the faculty and staff who quickly

relocated classrooms and offices during the service outage. Dr. Tomas also reported that the College has contracted with a local landscaping company to pre-treat and clear campus sidewalks, parking lots and roadways of snow and ice to help reduce the need to close or delay classes in inclement weather.

Dr. Tomas gave a report on Development and Institutional Advancement, updating the Board that the equipment for the GoldenLEAF grant has been ordered and is being delivered. SCC is applying for another Department of Labor grant for advanced manufacturing and will look to partner with another lead institution. SCC will also apply as a lead institution for a separate Department of Labor grant for health sciences.

Dr. Tomas, Dr. Brooks and Cheryl Contino-Conner will make a presentation on the SCC Retention Action Team (RATs) model at the American Association of Community College's annual conference in Washington DC on April 6, 2014.

Dr. Tomas reported that the SCC chapter of the Society of Leadership will hold their first induction ceremony on February 18 (the same night as this Board meeting) and invited the Trustees to drop by the Burrell Conference Center following the Board meeting and congratulate the inductees.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Chairman Bell asked Dean Sonja Haynes to report on Workforce Innovations. Ms. Haynes reviewed the Spring and Summer 2013 Visitation Summary, (IV.A.1.a.), the Fall 2013 Workforce Innovations Enrollment Report and gave an update on Advanced Manufacturing.

Following the Workforce Innovations report, Mr. Bell asked Dr. Brooks to report on Instructional and Student Services.

Dr. Brooks reviewed the preliminary Spring 2014 enrollment data (IV.B.1.a.), Policy 7.20 – Self-Supporting Class policy (IV.B.1.b.) and the Completion By Design Initiative (IV.B.1.c.).

Dr. Brooks presented the following for Trustee approval:

IV.B.2.a. New Curriculum program – Computed Tomography (CT) and Magnetic Resonance Imaging (MRI) Technology. Following discussion, Mr. Burrell moved to approve the program, which was seconded by Mr. Cloer and passed unanimously.

(IV.B.2.b.i. – iii.) Policy 4.1.03 – Workload – Curriculum Faculty; Policy 4.1.08 – Workload – Adjunct Faculty; Policy 4.1.09 – Workload – Non-Curriculum Faculty. Following discussion,

Mr. Davidson made a motion to approve the Workload policies, which was seconded by Mr. Sutton and passed unanimously.

Policy 5.5 – Accountability and Credibility Internal Audit (IV.B.2.c.) and Policy 7.23 – Specific Fees (IV.B.2.d.). Following discussion, Mr. Holt moved to approve Policies 5.5 and 7.23. The motion was seconded by Mr. Burrell and passed unanimously.

FINANCE AND CAMPUS IMPROVEMENT COMMITTEE

Chairman Bell then asked Executive Vice President and Chief Financial Officer Janet Burnette to report on Business Services.

Ms. Burnette reviewed the Local Revenue Analysis and State Current Expenses for the period ending December 1, 2013 (V.A.1.a and V.A.1.b.).

Ms. Burnette presented and reviewed the proposed Budget Transfers (V.A.2.a.). Following discussion, Mr. Holt moved to accept and approve the Budget Transfers. The motion was seconded by Mr. Shields and passed unanimously.

Ms. Burnette then presented the following policies and procedures for review and discussion. These proposed revisions to the policies and procedures listed below were suggested by the College's legal counsel to structure and reorganize the College's Policies and Procedures Manual and to ensure content consistency.

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| V.A.2.b.1. | Policy 3.01.01 –Visitors and Minors on Campus |
| V.A.2.b.2. | Policy 3.01.02 – Campus Safety and Emergency Planning |
| V.A.2.b.3. | Procedure 3.01.02.01 – Campus Evacuation Plan |
| V.A.2.b.4. | Procedure 3.01.02.02 – Bomb Threats |
| V.A.2.b.5. | Procedure 3.01.02.03 – Medical Emergencies |
| V.A.2.b.6. | Procedure 3.01.02.04 – Critical Incident Response |
| V.A.2.b.7. | Policy 3.01.03 – Hazard Communication Program |
| V.A.2.b.8. | Policy 3.02.01 – Protection and Care of College Property |
| V.A.2.b.9. | Policy 3.02.02 –Use of College Equipment |
| V.A.2.b.10. | Policy 3.02.03 – Scheduling Facilities and Keys to Facilities |
| V.A.2.b.11. | Policy 3.02.04 – Maintenance Work Requests |
| V.A.2.b.12. | Policy 3.02.05 – Food, Beverage and Tobacco Products |
| V.A.2.b.13. | Procedure 3.02.05.01 – Food, Beverage and Tobacco Products |

- V.A.2.b.14. Policy 3.02.06 – Facility Use Policy
- V.A.2.b.15. Procedure 3.02.06.01 – Facility Use Fees and Procedures
- V.A.2.b.16. Policy 3.02.07 – Facility Space Assignment
- V.A.2.b.17. Policy 3.02.08 – Equipment Replacement – Library
- V.A.2.b.18. Policy 3.02.09 – Energy Use and Conservation
- V.A.2.b.19. Policy 3.03.01 – Americans with Disabilities
- V.A.2.b.20. Policy 3.03.03 – Publication Guidelines
- V.A.2.b.21. Policy 3.03.05 – Textbooks
- V.A.2.b.22. Policy 3.03.06 – Student and Club Fundraiser Activities
- V.A.2.b.23. Policy 3.03.07 – Emergency Callout Stipends
- V.A.2.b.24. Policy 3.03.08 – Free Speech
- V.A.2.b.25. Procedure 3.03.08.01 – Free Speech

Following review and discussion, Mr. Holt made a motion to approve the proposed revisions detailed in items V.A.2.b.1. through V.A.2.b.25.. The motion was seconded by Mr. Shields and was passed unanimously.

Chairman Bell then called upon Vice President Ryan Schwiebert to report on Information Technology/Communications. Dr. Schwiebert reported that the IT department will complete PC migration to Active Directory and Windows 7 by the end of summer 2014. The department is currently following the upgrade procedure for PCs, and is working on a system and server updater. IT is also installing LCD display screens around campus for informational purposes, and has launched a new work order ticketing system. Dr. Schwiebert presented a revision to Policy 4.05.02 – Electronics Records Retention (V.B.2.a.) for Trustee approval. Following discussion, Mr. Cloer moved to approve the revised policy. The motion was seconded by Mr. Herrin and passed unanimously

EXECUTIVE COMMITTEE

Under Action Items, Mr. Holt made a motion that the Full-Time Employee List (VI.A.1.), Additions to Full-Time Employee List (VI.A.1.b.), Part-Time Employee List (VI.A.2.) and Additions to Part-Time Employee List (VI.A.2.a.) be approved, which was seconded by Mr. Shields and was passed unanimously.

Mr. Bell announced that the Foundation Board of Directors has requested one additional Trustee be appointed to the Foundation Board to increase Trustee participation and representation on the Foundation Board. Following discussion, Mr. Shields nominated Mr. Cloer. Mr. Cloer declined and Mr. Burrell then nominated Mr. Davidson. Mr. Cloer seconded the nominations, and with no other nominations from the Board, Mr. Davidson was unanimously appointed to serve on the

Foundation Board of Directors, along with current Trustee representative to the Foundation Board Paul Holt.

Mr. Bell presented proposed changes to the Board of Trustees Constitution and By Laws (VI.A.4.). Following discussion, Mr. Holt moved to approve the proposed revisions to the Constitution and By Laws. The motion was seconded by Mr. Sutton and was passed unanimously.

PRESIDENT'S EVALUATION

Mr. Bell announced that he has received President's Evaluations from seven Trustees and reminded those who had not yet completed and submitted their evaluations that the deadline for submission is March 15, 2014.

OTHER BUSINESS

Under Information Items in Other Business, Dr. Brooks announced the College's intention to discontinue the Practical Nursing (LPN) diploma program, due to changes in the health care industry that have made the certification obsolete.

Ms. Coulter reminded the Trustees to complete and submit their individual Statements of Economic Interest and submit them to the NC Ethics Commission by April 15, 2014.

Dr. Tomas announced the upcoming North Carolina Association of Community College Trustees' (NCACCT) annual Law/Legislative Seminar in Raleigh April 9 – 11, 2014, and the upcoming NCACCT Regional Trustee Training on The Role of Boards in Student Success which will be held at SCC September 29, 2014. The Board of Trustees will be expecting full Board participation in this training session, which is scheduled from 9 AM to 3 PM.

Due to upcoming Trustee and administrator travel in April, Dr. Tomas requested that the Curriculum & Student Services Committee and Finance and Campus Improvement Committee consider moving their quarterly meetings from April 8 and 9 to April 15 and 16, respectively. Following discussion, the Trustees agreed to these changes.

Under Action Items, Ms. Burnette reviewed the proposed Accounts Receivables write-offs for 2013-2014. Following discussion, Mr. Davidson moved to approve the proposed write-offs, which was seconded by Mr. Wilson and passed unanimously.

Mr. Bell and Dr. Tomas introduced a proposed Board Resolution in support of increased funding for North Carolina community colleges as proposed by the North Carolina Association of Community College Presidents (NCACCP). Following discussion, Mr. Cloer made a motion to

approve the proposed Board Resolution, which was seconded by Mr. Burrell and passed unanimously. The signed Resolution will be sent to representatives elected to the North Carolina General Assembly.

Mr. Bell asked for a motion from the Board to move into Executive Session for the purpose of discussing a real estate matter under North Carolina General Statute 143-318.11 (a) (5). Mr. Cloer made a motion to go into Executive Session, which was seconded by Mr. Shields and passed unanimously. The Board went into Executive Session at 6:15 PM.

The Board of Trustees returned from Executive Session at 6:19 PM having taken no action. Mr. Cloer made a motion to authorize Mr. Bell, Dr. Tomas and Mr. Wilson to act on behalf of the College in the negotiation and sale of the Brush Creek property in Swain County. Mr. Burrell seconded the motion, which passed unanimously.

With no other business before the Board, Mr. Sutton made a motion to adjourn the meeting. Mr. Burrell seconded the motion which carried unanimously.

The meeting adjourned at 6:20 pm.

Terry Bell, Chairman
Board of Trustees

Don Tomas, Secretary
Board of Trustees