

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

July 22, 2014 – SCC Jackson Campus

Attending:

Trustees

Terry Bell	Paul Holt
Conrad Burrell	Mark Jones
Jeff Cloer	Libby Knight
Vance Davidson	Gary Shields
Dewayne Elders	Jerry Sutton
John Herrin	Lambert Wilson

College Staff

Don Tomas	Tiffany Henry
Nan Coulter	Daniel Manring
Janet Burnette	Chuck Reece
Tyler Goode	Phil Weast

The Board of Trustees of Southwestern Community College (SCC) met for its regular quarterly meeting on July 22, 2014 in the Slagle Board Room of the Conrad Burrell Building on the Jackson campus.

Chairman Terry Bell called the meeting to order at 5:00 pm and read the Ethics and Conflict of Interest statement.

PRE-DESIGN PRESENTATIONS

The Board reviewed the selection criteria for Pre-Design Services for Project #2055 – new parking lots B and C and water main extension on the Jackson campus, and confirmed that the bond funding for this project must be spent by mid-December 2014. The winning design firm’s application, plans and designs must be submitted to the state construction office for approval prior to project commencement.

The Board then received presentations on design services for Project #2055 from Victor Lofquist of Lofquist and Associates of Sylva and Michael Calhoun and Bob Crisp of Vaughn and Melton of Asheville.

Following the presentations, Mr. Holt made a motion to proceed with Project #2055 by commencing the construction bid process. The motion was seconded by Mr. Davidson and was unanimously approved by the Board. Mr. Cloer then made a motion to select Lofquist and Associates as the design firm for the project. The motion was seconded by Mr. Wilson and passed unanimously.

PREVIOUS MEETINGS’ MINUTES

Mr. Bell asked for a motion to approve the minutes of the quarterly meeting of April 22, 2014 and the Special Called Meeting of June 10, 2014. Mr. Davidson made a motion to approve the minutes as presented, and Mr. Shields seconded the motion, which carried unanimously.

PRESIDENT'S REPORT

Dr. Don Tomas updated the Trustees on the NCCCS Performance Measures and distributed the descriptions, goals and SCC's 2012-2013 compliance rates. Dr. Tomas also mentioned a recent article published in the Asheville Citizen-Times on SCC's rankings related to the Performance Measures.

Dr. Tomas strongly encouraged all Trustees to plan to attend the NCACCT Regional Trustee Training session on Student Success being hosted by SCC for Haywood Community College, SCC and Tri-County Community College on September 29, 2014 in the Burrell Conference Center from 9 AM to 3 PM.

Dr. Tomas spoke briefly on the US Department of Labor Grant and informed the Trustees that Dr. Weast will cover the details of this grant more thoroughly in the Instruction and Student Services report.

Dr. Tomas introduced Tiffany Henry, the Director of the Small Business Center, who distributed a printed report and gave a brief presentation on the performance and future of the SCC Small Business Center. Ms. Henry asked the Trustees to refer local small business owners to the Small Business Center for support and assistance.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Chairman Bell asked Dean of Student Services Dr. Phil Weast to report on Workforce Innovations and Instruction and Student Services. Dr. Weast reported on enrollment for Fall 2014, pointing out that Enrollment Services offered one less orientation session this summer for fall enrollment.

Dr. Weast announced that the Mechatronics Engineering Technology program is ready to begin instruction for Fall 2014.

Dr. Weast gave an overview of the Department of Labor TAACCCT grant for the Immersive Learning Network for Healthcare Careers. SCC has applied for this grant, in partnership with Duke University, Cleveland Community College in Shelby and Forsyth Technical Community College in Winston-Salem. He reviewed the Project Abstract and pointed out that if awarded, this will be very significant to SCC. The award will be announced during the second week of September.

Dr. Weast reported that the preliminary results of the annual Program Audit are positive and the official results will be reported at the next quarterly Board meeting.

Dr. Weast concluded the Instruction and Student Services report by announcing the Occupational Therapy Assistant and Respiratory Therapy programs will begin this fall.

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 March 31, 2014 (VI.A.1.a and VI.A.1.b.).

Ms. Burnette stated that the \$200,000 not funded this year by the Macon County Commissioners was never intended to be used for expenses incurred by the Macon County campus, and the College will rely on Jackson County to assist with the funding deficit. Ms. Burnette also reported that Business Services has always accounted for cost allocations for each campus except for maintenance expenses, and as of July 1, 2014, Business Services is now performing individual campus maintenance cost allocations.

Daniel Manring gave a report on Facilities. The 3rd stage design review for the Bradford/Founders renovation is currently underway by the State Construction Office and a response is expected back by August 15, 2014. The architect, Bowers Ellis and Watson, estimates construction starting in October 2014.

Mr. Manring reported that DeVere, the R5000 contractor, has reviewed the proposed contract for the fill dirt for the Burrell/Jackson Early College parking lot and plan to begin the fill project when the R5000 work is in progress above the Holt Library.

Facilities and Maintenance is currently working on upgrades to Occupational Therapy and Automotive Technology, and is effecting repairs and upgrades to lighting and controls in Myers Auditorium.

The culvert construction phase of the R5000 project is underway and affects half of the Balsam parking lot. DeVere's subcontractor will begin setting forms for the first section of the parking lot and Campus Drive during the week of July 28, 2014.

Robin Proctor, the NC Department of Energy and Natural Resources engineer, found no lead in water samples taken from the Jackson County Firing Range. She advised removal of sediment down gradient of the firing range, as well as performing additional soil testing to confirm no lead

is migrating off the range. The College will receive a project estimate from Mountain Environmental by July 25, 2014.

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

- VI.A.2.b.i. Renaming Chapters
- VI.A.2.b.ii. Title Changes for Multiple Policies and Procedures
- VI.A.2.b.iii. Policy 4.01.06 – Re-Employment of Retired State Employees
- VI.A.2.b.iv. Policy 4.02.08 – Voluntary Shared Leave
- VI.A.2.b.v. Policy 4.03.05 – Discrimination and Unlawful Harassment
- VI.A.2.b.vi. Policy 4.03.06 – Employee Grievance
- VI.A.2.b.vii. Policy 7.01.06 – Residence Classification and Reclassification for Tuition
- VI.A.2.b.viii. Policy 7.02.05 – Salaries Withholding and Salary and Wage Plan
- VI.A.2.b.ix. Policy 7.03.04 – Contracting Authority
- VI.A.2.b.x. Cover Memo for Policies 7.03.09 and 7.03.10
- VI.A.2.b.xi. Policy 7.03.09 – Payment Card Security
- VI.A.2.b.xii. Policy 7.03.10 – Identity Theft Red Flag

Following review and discussion, Mr. Sutton made a motion to approve the proposed revisions detailed in items VI.A.2.b.i. through VI.A.2.b.xii. The motion was seconded by Mr. Shields and was passed unanimously.

EXECUTIVE COMMITTEE

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

OTHER BUSINESS

Under Other Business, Dr. Tomas announced that the State Ethics Commission will be conducting a live distance Ethics and Lobbying Education training session on July 24, 2014 and SCC will serve as a host location. All Trustees who need to recertify their Ethics and Lobbying Education are strongly encouraged to attend. The session will be held in Balsam 310 and

Trustees are advised to park in front of the Balsam building. Light refreshments will be provided. The session runs from 9:30 AM to noon.

The North Carolina Association of Community College Trustees (NCACCT) is holding the annual Leadership Seminar in Charlotte September 3 – 5, 2014. Dr. Tomas, Mr. Davidson and Mr. Jones will attend, and if the Governor names his appointee to the Board from the Qualla Boundary prior to the Leadership Seminar, he or she will hopefully be able to attend as well.

SCC will be represented at the Association of Community College Trustees' Annual Congress in Chicago October 21 – 25, 2014 by Mr. Bell and Mr. Davidson, along with Dr. Tomas, Dr. Brooks and Ms. Cheryl Contino-Conner, Executive Director of Student Success. Mr. Bell, Dr. Brooks and Ms. Contino-Conner will be presenting on Retention Action Teams (RATs).

Dr. Tomas proposed holding the October 28 Board of Trustees meeting in the Macon Bank Board Room of the Groves Center on the Macon campus. No action was taken.

Dr. Tomas gave a report on the SCC Foundation. The Foundation has awarded 81 scholarships totaling \$111,064.00 As of July 21, the Student Success Campaign had cash on hand of \$207,150.80, \$17,500 estimated in Wine & Dine Gala profits and estimated receivables of \$41,000, leaving approximately \$30,000 necessary to meet the goal for matching funds.

Mr. Bell asked for nominations for members for the 2015 Trustees Nominating Committee. Mr. Burrell, Mr. Sutton and Mr. Wilson agreed to serve and will convene a meeting of their committee prior to the October Board meeting to nominate Trustee officers for 2015. This committee will report back on their nominations at the October 28, 2014 Board of Trustees meeting.

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

The meeting adjourned at 6:45 pm.

Terry Bell, Chairman
Board of Trustees

Don Tomas, Secretary
Board of Trustees