

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

October 28, 2014 – SCC Macon Campus

Attending:

Trustees

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

College Staff

Don Tomas	Johnathan Dean
Thom Brooks	Lynda Parlett
Nan Coulter	Mary Otto Selzer
Cheryl Davids	

Guests:

Phil Weast, Sayward Cabe, Emily Ritter

Absent:

John Herrin

The Board of Trustees of Southwestern Community College (SCC) met for its regular quarterly meeting on October 28, 2014 in the Macon Bank Board Room of the Cecil Groves Building on the Macon campus.

Chairman Terry Bell called the meeting to order at 5:07 pm and read the Ethics and Conflict of Interest statement.

Dr. Don Tomas introduced Mr. Jeremy Hyatt as the most recent member of the Southwestern Community College Board of Trustees. Mr. Hyatt was appointed to a four-year term on the Board by Governor Pat McCrory as the Board's representative from the Qualla Boundary. Mr. Hyatt's current term runs until June 30, 2018.

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 July 22, 2014. Mr. Holt made a motion to approve the minutes as presented, and Mr. Wilson seconded the motion, which carried unanimously.

PRESIDENT'S REPORT

Dr. Don Tomas introduced Dean of Student Services Dr. Phil Weast to deliver a PowerPoint presentation to the Board on Student Loan Defaults. Dr. Weast introduced Ms. Sayward Cabe, recently hired by SCC as Financial Aid Counselor.

Dr. Tomas gave the Board an update on Facility and Construction projects at SCC. The State Construction Office has received the updated plans on Project 1943 – Renovations and Additions to Founders Hall and Bradford Hall. There is still no revised schedule indicating when the project will begin.

The bids on Project 2055 – the additional Burrell parking lots and water improvements have been opened and reviewed, and Graham County Land Company placed the winning bid. No date is projected yet for the start of this project.

SCC has received proposals from Mountain Environmental on the project to perform additional soil testing down gradient from the Jackson County Firing Range to confirm that no lead from spent ammunition has migrated off of the property. SCC is waiting for Robin Proctor, the NC Department of Energy and Natural Resources engineer, to review the proposals and make a recommendation, as well as seeking her advice on fixes for the ricochet issues.

DeVere continues to make progress on the R5000 Project underway in the Balsam parking lot, but will not complete the next phase of the project by the December 13, 2014 deadline. SCC will post appropriate signage to inform students, employees and visitors of campus route changes.

DeVere indicates that they will soon begin filling the hole between the rear of the Burrell building and the Jackson County Early College building to create a new parking lot with the leftover soil from the R5000 culvert project, but have not indicated a firm start date.

Dr. Tomas gave a report on the Association of Community College Trustees' Annual Congress in Chicago October 21 – 24. Dr. Brooks and Ms. Cheryl Contino-Conner, Executive Director of Student Success, gave a presentation on SCC Retention Action Teams (RATs) Program, which was very well received. The RATs Program has received recognition by the Bill and Melinda Gates Foundation.

Dr. Tomas invited the Trustees to attend several upcoming College functions, including a political debate between Senator Jim Davis and candidate Jane Hipps on October 30 in the Burrell Conference Center, the New Century Scholars Induction Ceremony on November 4 in Myers Auditorium, the ribbon-cutting event for SCC's Advanced Manufacturing and Mechatronics Program Lab in Swain County on November 24, Phil Weast's retirement reception on November 24, The National Park Service Seasonal Law Enforcement Officer Commencement at the Jerry Sutton Public Safety Training Center on November 25, the College Holiday Party on December 2, the annual SCC Scholarship Banquet on December 11 and SCC's Fall Commencement Exercises on December 17. Dr. Tomas asked Ms. Coulter to send reminders to the Trustees of these upcoming events.

Dr. Tomas announced that SCC Foundation Director Mary Otto Selzer will resign effective December 31, 2014, and Ms. Lynda Parlett, Director of Institutional Advancement, will fill in temporarily until a new Foundation Director has been appointed. Dr. Tomas commended Ms. Otto Selzer on her exceptional efforts in exceeding the Student Success Campaign goals and achieving the Title III grant matching funds for this campaign, and he thanked the Board for their support, commitment and contributions to the success of the Student Success Campaign.

Dr. Tomas also announced that Dr. Ryan Schwiebert, Vice President for Information Technology, has accepted a position at Wake Technical College as their Chief Information Officer. Dean of Career Technologies Scott Baker, currently also serving as interim Vice President for Information Technology, will assume the permanent position of VP of IT on January 1, 2015 and the screening process has begun for a new Dean of Career Technologies.

Dr. Tomas introduced student guest speaker Ms. Emily Ritter, a recent SCC graduate now pursuing her four-year degree at WCU. Ms. Ritter had high praise for both Macon Early College and SCC, and credited both with helping her prepare for her coursework at WCU by teaching her how to study and work in a college environment. She reported that she sees fellow WCU students who started as freshman at WCU struggling with their studies. Her advisor at WCU made disparaging remarks about SCC to her, so she returned to speak with Ms. Contino-Conner who helped her talk with her WCU advisor. Ms. Ritter was very grateful to feel welcome to come back to SCC for advice from the faculty and staff.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Chairman Bell asked Dean of Student Services Dr. Brooks to report on Workforce Innovations and Instruction and Student Services. Dr. Brooks reported on the Curriculum Enrollment for Fall 2014 and the Summer 2014 Workforce Innovations Enrollment Report. Dr. Brooks announced that Workforce Innovations and Personal Enrichment courses are now tracking weekly enrollment and will be able to compare and report on enrollment trends in the upcoming year.

Dr. Brooks reviewed the findings of the Spring 2012 through Spring 2013 Program Audit performed by auditor Ms. Connie McKinney of the North Carolina Community College System. This audits relates to enrollment, registration, attendance, FTE and student records. The results of these audits usually detail exceptions, which require a financial payback to the NCCCS, concerns, or talking points, which are more informal and advisory in nature. For the first time, SCC's Program Audit resulted in no exceptions, concerns or talking points, and Ms. McKinney gave the College commendation in her official report letter back to the NCCCS. Dr. Brooks expressed his extreme appreciation to all involved in the audit process and to the Instruction and Student Services division as a whole.

Dr. Brooks then presented the revisions to Chapter 6 of the College Policies and Procedures Manual. 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.

- V.A.1.e.i. Procedure 6.01.01.01 – Admissions – Undocumented Immigrants
- V.A.1.e.ii. Procedure 6.01.01.02 – Admissions – International Students
- V.A.1.e.iii. Procedure 6.01.01.03 – Admissions – Career and College Promise
- V.A.1.e.iv. Procedure 6.01.01.04 – Admissions – Health Science Programs
- V.A.1.e.v. Procedure 6.01.01.05 – Admissions – Individual Approvals
- V.A.1.e.vi. Procedure 6.01.01.06 – Admissions – Veterans
- V.A.1.e.vii. Procedure 6.01.01.07 – Admissions – Basic Law Enforcement Training
- V.A.1.e.viii. Procedure 6.02.01.01 – Academics – Administrative Withdrawal Procedures
- V.A.1.e.ix. Procedure 6.02.01.02 – Academics – Student Withdrawals
- V.A.1.e.x. Procedure 6.02.09.01 – Course Credit – Advanced Placement and CLEP
- V.A.1.e.xi. Procedure 6.03.02.01 – Discipline and Appeal Procedures for Academic-Related Violations
- V.A.1.e.xii. Procedure 6.03.02.02 – Discipline and Appeal Procedures for Non-Academic-Related Violations
- V.A.1.e.xiii. Procedure 6.03.03.01 – Sexual Assault Victims' Bill of Rights
- V.A.1.e.xiv. Procedure 6.04.05.01 – Student Clubs and Organizations Official Recognition
- V.A.2.a. Policy 6.01.01 – Admissions
- V.A.2.b. Policy 6.01.02 – Registration
- V.A.2.c. Policy 6.01.03 – Financial Aid Services
- V.A.2.d. Policy 6.02.01 – Attendance Requirements and Student Classifications
- V.A.2.e. Policy 6.02.02 – Grading System
- V.A.2.f. Policy 6.02.03 – Grade Appeal
- V.A.2.g. Policy 6.02.04 – Academic Progress
- V.A.2.h. Policy 6.02.05 – Academic Honors
- V.A.2.i. Policy 6.02.06 – Repeating Courses and Course Substitutes
- V.A.2.j. Policy 6.02.07 – Course Credit – Transfer, Previously Earned and Credit in Residence
- V.A.2.k. Policy 6.02.08 – Course Credit – Advanced Placement for Licensure/Certification
- V.A.2.l. Policy 6.02.09 – Course Credit – Advanced Placement and CLEP
- V.A.2.m. Policy 6.02.10 – Curriculum Course Prerequisites and Courses Unique to Concentration
- V.A.2.n. Policy 6.03.01 – Campus Security Reporting – Clery Act
- V.A.2.o. Policy 6.03.02 – Standards of Student Conduct

V.A.2.p.	Policy 6.03.03 – Discrimination and Unlawful Harassment
V.A.2.q.	Policy 6.03.04 – Student Drug-Free Policy
V.A.2.r.	Policy 6.03.05 – Student Grievance
V.A.2.s.	Policy 6.03.06 – Student Conduct Review
V.A.2.t.	Policy 6.03.07 – Dismissal from Health Science Program
V.A.2.u.	Policy 6.04.01 – Career Services Office
V.A.2.v.	Policy 6.04.02 – Commencement
V.A.2.w.	Policy 6.04.03 – High School Equivalency Testing Centers
V.A.2.x.	Policy 6.04.04 – Services for Persons with Disabilities
V.A.2.y.	Policy 6.04.05 – Student Clubs and Organizations
V.A.2.z.	Policy 6.04.06 – Student Identification and Library Cards
V.A.2.aa.	Policy 6.04.07 – Student Records

Mr. Holt made a motion to approve Action Items V.A.2.a. through V.A.2.bb., which was seconded by Mr. Cloer and passed unanimously.

Dr. Brooks then reviewed Item V.A.2.cc. – Request to Add New Programs; specifically, Telecommunications and Network Engineering Technology, and Pharmacy Technology which adds a curriculum option pre-major for other Health Science programs. Mr. Cloer made a motion to approve the Request to Add New Programs. The motion was seconded by Mr. Burrell and passed unanimously.

FINANCE AND CAMPUS IMPROVEMENT COMMITTEE

Chairman Bell then asked Dr. Tomas to report on Business Services.

Dr. Tomas reviewed the Local Revenue Analysis and State Current Expenses for the period ending September 30, 2014 (VI.A.1.a and VI.A.1.b.). He reported that Ms. Karen Polyasko, Associate Controller, as serving as the interim Finance Officer for the College until a permanent Vice President for Financial and Administrative Services is hired.

Dr. Tomas then presented and reviewed the proposed College Budget for fiscal year 2014-2015 and the Budget Transfers (VI.A.2.a. and VI.A.2.b.) for review and approval. Mr. Davidson made a motion to approve both the Budget and Budget Transfers as presented, which was seconded by Mr. Burrell and passed unanimously.

Dr. Tomas 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.c. New Procedure 4.01.02.01 – Benefits – Affordable Care Act Safe Harbor Procedures
- VI.A.2.d. Policy 4.03.05 – Discrimination and Unlawful Harassment
- VI.A.2.e.i. Procedure 3.01.02.02 – Bomb Threats
- VI.A.2.e.ii. Policy 3.02.02 – Use of College Equipment
- VI.A.2.e.iii. Policy 3.02.03 – Scheduling Facilities and Keys to Facilities
- VI.A.2.e.iv. Policy 3.02.04 – Maintenance Work Requests
- VI.A.2.e.v. Policy 3.02.07 – Facility Space Assignment
- VI.A.2.e.vi. Procedure 3.03.08.01 – Free Speech
- VI.A.2.e.vii. Procedure 4.02.01.01 – Benefits Procedures
- VI.A.2.e.viii. Procedure 4.02.01.02 - Benefits – Affordable Care Act Measurement Procedures
- VI.A.2.e.ix. Policy 4.03.06 – Employee Grievance
- VI.A.2.e.x. Policy 4.04.04 – Drug-Free Workplace
- VI.A.2.e.xi. Policy 4.04.05 – Arrests and Convictions
- VI.A.2.e.xii. Policy 4.05.05 – Video Surveillance Systems and Records
- VI.A.2.e.xiii. Policy 7.02.02 – Insurance, Bonding and Facsimile Signatures
- VI.A.2.e.xiv. Policy 7.03.01 – Bookstore Operations and Auxiliary Enterprises
- VI.A.2.e.xv. Policy 7.03.03 -- Traffic Regulations

Following review and discussion, Mr. Cloer made a motion to approve the proposed revisions detailed in items VI.A.2.c. through VI.A.2.e.xv. The motion was seconded by Mr. Wilson and was passed unanimously.

EXECUTIVE COMMITTEE

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

ELECTION OF OFFICERS FOR 2014-2015

The Trustees Nominating Committee, composed of Mr. Burrell, Mr. Sutton and Mr. Wilson, recommended to keep the current slate of Board of Trustees Officer for 2015. Mr. Bell asked for any other nominations from the floor. None were put forward, and Mr. Jones moved to close nominations, which was seconded by Mr. Cloer and passed unanimously. Mr. Sutton then made a motion that Terry Bell continue to serve as Chairman of the Board of Trustees and Chairman of the Executive Committee, Mr. Holt continue to serve as Vice Chairman and Chairman of the Finance and Campus Improvement Committee, Mr. Wilson continue to serve as the Chairman of the Curriculum and Student Services Committee, and Dr. Tomas continue to serve as Secretary to the Board of Trustees. Mr. Shields seconded the motion, which passed unanimously.

OTHER BUSINESS

Under Other Business, Dr. Tomas asked Mr. Johnathan Dean, Director of Institutional Research and Planning, report on the results of recent Faculty/Staff Evaluation of College Services and Student Climate surveys.

Mr. Dean reported that the results and comments were consistent with the previous year's results of the Faculty/Staff Evaluation of College Services survey. The highest ratings went to Grounds and Landscaping, the Library and LAC staff, the Registrar's office and the Public Relations office. The lowest ratings involved quality and availability of vending services at the Jackson and Macon campuses, the lack of parking, the availability and interpretation of placement testing scores for advising purposes and the College web site.

Mr. Dean then reported on the Student Climate Survey results. The highest satisfaction ratings went to "instructors wanting me to be successful," the cleanliness of the campus facilities and overall campus safety. The lowest ratings related to communication on campus closures or delayed openings and improving the communication between the institution and the students. Some of the comments from the survey were, "SCC rocks!" "I love SCC," "SCC has provided a great academic experience and helped prepare me for a career in nursing," and "No concerns, only praises of how wonderful my SCC experience has been, thank you!"

Ms. Otto Selzer gave a report on the SCC Foundation. She thanked the Board for the opportunity to serve at SCC and the opportunities afforded her through her prior community college student experience. Mr. Burrell personally thanked Ms. Otto Selzer for her service and dedication to the institution.

Mr. Bell then asked for a motion for the Board of Trustees to enter into Closed Session under § 143-318.11.a.(2). Mr. Holt made the motion to enter into Closed Session, which was seconded by Mr. Burrell and unanimously approved. The Board entered into Closed Session at 6:43 PM.

The Board returned from Closed Session at 6:59 PM, having taken no action while in Closed Session.

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 7:00 pm.

Terry Bell, Chairman
Board of Trustees

Don Tomas, Secretary
Board of Trustees