

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

**January 27, 2015 – SCC Jackson Campus**

**Attending:**

Trustees

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

College Staff

Don Tomas                 Daniel Manring  
Scott Baker                Lynda Parlett  
Thom Brooks              Cliff Stalter  
Nan Coulter  
Johnathan Dean  
Tyler Goode

Guests:

Barbara Putman, Devonne Jimison, Danielle Chambless, Leanna Fisher, Chris Shular, Mary Otto Selzer

The Board of Trustees of Southwestern Community College (SCC) met for its regular quarterly meeting on January 27, 2015 in the Charles Siler Slagle Board Room of the Conrad Burrell Building on the Jackson campus.

Chairman Terry Bell called the meeting to order at 5:02 pm and read the Ethics and Conflict of Interest statement.

**PREVIOUS MEETINGS' MINUTES**

Mr. Bell asked for a motion to approve the minutes of the quarterly meeting of October 28, 2014. Mr. Holt made a motion to approve the minutes as presented, and Mr. Burrell seconded the motion, which carried unanimously.

Dr. Don Tomas welcomed the faculty and student guests who would be making a presentation to the Board later in the meeting on Project Reach. He then introduced Mr. Cliff Stalter, the new Vice President for Financial and Administrative Services, and Mr. Scott Baker, the former Dean of Career Technologies who is now the Vice President for Information Technology.

Dr. Tomas then made a presentation on behalf of the Board of Trustees to former interim Director of the SCC Foundation Mary Otto Selzer, thanking her for her service to the students of Southwestern Community College by exceeding the goals of the Title III matching grant for student scholarships. Dr. Tomas gave Ms. Otto Selzer a plaque and Joel Queen pottery piece as gifts of recognition and appreciation from the Board of Trustees, and reminded the attendees of the Mary Otto Selzer Student Success Scholarship, funded by the Board of Trustees and awarded to Diane Robinson in December 2014. Ms. Otto Selzer thanked the Board for the opportunity to serve as interim Director and for their kind appreciation.

## PRESIDENT'S REPORT

Dr. Tomas reported on the November 14 – 15, 2014 visit from the president and two educators at Social- og Sundhedsskolen Fyn (SOSU-Fyn) one of the largest basic health care colleges in Denmark, situated in four different places on the island of Funen in the central part of Denmark. The president and educators learned about SCC's outstanding student success and retention program at one of the many national presentations given by Dr. Thom Brooks and Ms. Cheryl Contino-Conner on SCC's Student Success and Retention Action Teams (RATs) and came to tour SCC and learn more from our administrators and faculty. SOSU-Fyn has sent a Memorandum of Understanding (MOU) to SCC to become a sister college to exchange educational and cultural ideas and collaborate on programs using electronic services (Skype, internet, etc.) and not necessarily travel back and forth. A team of administrators from SCC is will assess the MOU beginning on January 29 and will continue to investigate the proposal.

Dr. Tomas gave an update on the annual Southern Association of Colleges and Schools Commission on Colleges SACSCOC) conference he attended with a number of other SCC employees in Nashville. SCC is currently preparing for our 10-Year Reaffirmation in March 2016, with a site visit from a SACSCOC team to follow in the fall of 2016.

Dr. Tomas reported on the winter meeting of the North Carolina Association of Community College Presidents (NCACCP) he attended in Fayetteville the previous week. He related that Dr. Scott Ralls, president of the North Carolina Community College System (NCCCS) appreciates the focus and attention President Obama's remarks in the recent State of the Union Address directed on the key role that community colleges play in the overall economic success of the country. He urged the NCACCP presidents to consider awarding year-round Pell grants, which would positively affect affordability, enrollment, retention and completion rates.

Jennifer Haygood, Executive Vice President and Chief Financial Officer of the NCCCS, has assessed a 1% financial reversion on all community colleges and is optimistic that this will be the only reversion required this financial year. For SCC, the 1% reversion totals \$154,000.

Dr. Tomas referred the Board to a handout from the NCCCS titled 2015 – 2017 Budget Priorities that outlines the three main budgetary goals for the next three years, to be funded by \$76 million in recurring funds: 1) closing the salary gap on faculty and staff salaries; 2) closing the interest gap by placing local community college-employed career coaches in high schools to increase interest and enrollment in high school to community college pathways that lead to good-paying technical careers; and 3) closing the technology gap by equipping community college workshops and labs with updated equipment to educate students in STEM programs that support new technology-based jobs.

Dr. Tomas confirmed that a new Director of SCC Foundation has been selected, but since the contract is not yet signed and the start date of this person confirmed, Dr. Tomas declined to

announce the new Director's name at this time but hopes that this person will officially begin their duties around March 1, 2015.

Dr. Tomas reported that an SCC student will be appointed during the next few months to serve as a non-voting ex-officio member of the Board of Trustees, and will be presented to the Board at the April 28, 2015 Board meeting. The student representative will not be authorized to enter into Closed Session with the Board.

## **CURRICULUM AND STUDENT SERVICES COMMITTEE**

Chairman Bell asked Executive Vice President for Instruction and Student Services Dr. Brooks to report on Workforce Innovations and Instruction and Student Services.

Dr. Brooks reported on Workforce Innovations and provided the Board with information on the Spring and Summer 2014 Class Visitation Summary and the Fall 2014 Workforce Innovations Enrollment Report. There were no issues of concern identified in the Class Visitations.

Dr. Brooks introduced Dean of Arts and Sciences Dr. Barb Putman to give a presentation to the Board on Project Search. This is a one-year transitional internship program that connects students with developmental disabilities with local employers. Dean Putman, Danielle Chambless, Career Readiness Instructor and Job Coach, Devonne Jimison, and students Leanna Fisher and Chris Shular gave the Board a detailed description of the program, its goals and objectives, and their personal experiences in the program,

Dr. Brooks reviewed the Spring 2015 Curriculum Enrollment report. FTE has increased this semester though headcount is slightly lower, which indicates that students are enrolling for more credit hours each semester, from an average of 12 credit hours in the 2014 Spring semester (2014) to an average of 13 credit hours in the Spring 2015 semester.

Dr. Brooks then presented the revisions to two procedures outlined in Chapter 5 of the College Policies and Procedures Manual. These 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. The Board is not required to vote on new or revised procedures, but Dr. Brooks reviewed them with the Board for informational purposes.

- IV.B.1.c.      Procedure 5.01.05.01 – Academic Advising System
- IV.B.1.d.      Procedure 5.02.05.01 – Delay – Cancellation of Classes Due to Inclement Weather

Dr. Brooks then reviewed Policy 7.03.07 – Self Supporting Class Policy (IV.B.1.e.) with the Board. There were no changes to this policy but the NCCCS requires annual review of this policy by the Board of Trustees.

Dr. Brooks presented the following new or revised policies from Chapters 3 and 5 of the College Policies and Procedures Manual for approval by the Board:

- IV.B.2.a.i. Policy 3.01.04 – Instructional Safety Precautions
- IV.B.2.a.ii. Policy 5.01.01 – Role of Faculty in Academic Governance Matters
- IV.B.2.a.iii. Policy 5.01.02 – Curriculum Development
- IV.B.2.a.iv. Policy 5.01.03 – Enrollment
- IV.B.2.a.v. Policy 5.01.04 – Distance Learning Course System
- IV.B.2.a.vi. Policy 5.01.05 – Academic Advising
- IV.B.2.a.vii. Policy 5.02.01 – Field Trips
- IV.B.2.a.viii. Policy 5.02.02 – Media Services
- IV.B.2.a.ix. Policy 5.02.03 – Accountability and Credibility Internal Audit Plan for Extension Education
- IV.B.2.a.x. Policy 5.02.04 – Textbook Selection
- IV.B.2.a.xi. Policy 5.02.05 – Delay – Cancellation of Classes Due to Adverse Weather
- IV.B.2.a.xii. Policy 5.02.06 – Change of Grade
- IV.B.2.a.xiii. Policy 5.02.07 – Academic Forgiveness
- IV.B.2.a.xiv. Policy 5.02.08 – Credit Hours for Curriculum Courses

Mr. Cloer made a motion to approve Action Items IV.B.2.a.i. through IV.B.2.a.xvi., which was seconded by Mr. Wilson and passed unanimously.

## **FINANCE AND CAMPUS IMPROVEMENT COMMITTEE**

Chairman Bell then asked Vice President for Financial and Administrative Services Cliff Stalter to report on Business Services.

Mr. Stalter reviewed the Local Revenue Analysis and State Current Expenses for the period ending December 31, 2014 (V.A.1.a and V.A.1.b.). He reported that the College is on schedule according to the Local Revenue Analysis, and the College has thus far spent 51% of the annual budget for the fiscal year (July 1, 2015 through June 30, 2015). Mr. Stalter also reported the 1% reversion back to the State that Dr. Tomas described in his report.

Mr. Stalter then presented and reviewed the proposed Budget Transfers (V.A.2.a.) for review and approval. Mr. Davidson made a motion to approve the Budget Transfers as presented, which was seconded by Mr. Burrell and passed unanimously.

Mr. Stalter asked Daniel Manring to report to the Board on Facility and Construction projects at SCC. Mr. Manring reported that the construction bids for the Founders and Bradford Hall renovations were opened on January 30, 2015 and the lowest bidder, Western Builders of Sylva submitted the lowest bid, which was 31% over budget. SCC will meet with Western Builders

and designer to review the project in an effort to reduce costs. SCC may contact the State Construction Office (SCO) for approval to re-advertise for bids if necessary since value engineering is typically used when project bids are within 10-15 percent of budget.

SCC executed contracts with DeVere Construction, the contractor on the R5000 project, to construct a new parking lot between the rear of the Burrell building and the Jackson County Early College building. DeVere has not yet indicated a firm start date for this project but hope to start in February 2015. The deadline in their contract to complete the R5000 project for the Department of Transportation is November 2015, so the parking lot project will be completed by then at the latest.

DeVere is close to the NCDOT schedule the on the R5000 Project underway in the Balsam parking lot. The culvert portion of the project is almost complete but the removal of the sheet piling in front of the Balsam Building has resulted in damage to the Balsam Building and Myers Auditorium due to excessive vibration. SCC will meet with representatives from the NCDOT and DeVere on January 29, 2015 to review and discuss the damage and repair.

The contract with Graham County Land Company, LLC for the parking lots and water main project below the Burrell Building have been sent to the State Construction Office, but the SCO had issue with insurance certificate and is having the contractor re-submit; the revised paperwork was re-signed on January 27, 2015. The NCCCS indicates bond money is still available for this project per original plan.

Mr. Manring reported that SCC and Department of Environmental and Natural Resources (DENR) are working with ECS, a new chemical and soil-analysis company, on a new testing plan for the Jackson County Firing Range. ECS took additional soil samples on January 22 for testing.

Mr. Manring reported that the project to upgrade the Myers Auditorium lighting system with LED fixtures and bulbs has been completed. The upgrade has resulted in more effective and efficient lighting, with increased illumination speed.

Mr. Stalter asked Vice President for Information Technology Scott Baker to present New Policy 4.05.07 – Peer-to-Peer File Sharing (V.A.2.b.) for review and discussion. Mr. Sutton made a motion to approve the proposed new policy, which was seconded by Mr. Elders and passed unanimously.

Mr. Bell thanked Mr. Stalter for his report and welcomed him to SCC on behalf of the Board of Trustees.

## **EXECUTIVE COMMITTEE**

Under Action Items, Mr. Holt 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, which was seconded by Mr. Wilson and passed unanimously.

## **PRESIDENT'S EVALUATION**

Mr. Bell reminded the Board that they have received the President's Evaluation form, and that all forms must be completed and returned to Mr. Bell in the stamped addressed envelope provided by March 16, 2015. He will review the results of the Board evaluations with Dr. Tomas prior to the April 28, 2015 Board of Trustees meeting.

## **OTHER BUSINESS**

Under Other Business, Ms. Coulter reminded the Board that they are required by State Ethics laws to complete and submit their individual Statements of Economic Interest (SEIs) to the State Ethics Commission by April 15, 2015.

Ms. Coulter announced that the North Carolina Association of Community College Trustees (NCACCT) annual Law/Legislative Seminar will be held April 8 – 10, 2015 in Raleigh. Dr. Tomas, Mr. Bell and Mr. Jones will be attending, and any other Trustees interested in attending should contact her.

Ms. Coulter reported that each Trustee has been provided with an SCC Board of Trustees parking placard to place on their vehicle dashboard when attending College functions. This placard will help efficiently direct Trustees to special reserved parking for campus events like Commencement.

Dr. Tomas asked Mr. Tyler Goode, Director of Public Relations, to update the Board on the upcoming SCC 50<sup>th</sup> Anniversary celebration. The event will be a campus-wide Open House at the Jackson Campus on Friday, April 10 from 4 PM to 6 PM.

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

The meeting adjourned at 5:57 pm.