

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

**September 25, 2018 – SCC Macon Campus**

**Attending:**

Trustees

Terry Bell	Jeremy Hyatt
Doug Cody	Luke D. Hyde
Vance Davidson	Libby Knight
Jean Ellen Forrester	Gary Shields
Karl Gillespie	Lambert Wilson
Ken Henke	

College Staff

Don Tomas	Curtis Dowdle
Thom Brooks	Tyler Goode
William Brothers	
Nan Coulter	
Cheryl Davids	
Johnathan Dean	

**Absent**

Jeff Cloer  
Mark Jones

**Guest**

Alyson Brendle, Victor Perry

The Board of Trustees of Southwestern Community College (SCC) met for their quarterly meeting on September 25, 2018 in the Entegra Bank Board Room of the Cecil L. Groves Center on the Macon campus.

**CALL TO ORDER**

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

**CHANGES TO MEETING AGENDA**

Due to the need to vote on pending Action Items and the need of Mr. Gillespie and Mr. Shields to leave the meeting early due to conflicting obligations, the agenda for the meeting was altered to ensure a quorum for voting purposes.

**PREVIOUS MEETINGS' MINUTES**

Mr. Bell asked for a motion to approve the minutes of the Board of Trustees Meeting of April 24, 2018. Mr. Davidson made a motion to approve the minutes as presented, and Mr. Hyatt seconded the motion, which carried unanimously.

## **PRESIDENT'S REPORT**

Dr. Tomas gave the President's Report and announced that the net proceeds from the 2018 SCC Foundation Bluegrass Blue Jeans and Bling Gala were \$72,057. Dr. Tomas also gave an overview of the recent North Carolina Association of Community College Trustees' Leadership Seminar held in Asheville September 5 through 7, 2018.

## **FINANCE AND CAMPUS IMPROVEMENT**

Mr. Bell asked Mr. William Brothers, Vice President for Financial and Administrative Services, reported to the Trustees on Finance and Campus Improvement.

Mr. Brothers reported that Revenue and Expenditures are on track for this point in the fiscal year. He also reviewed two new procedures with the Board: Procedure 7.01.07.01 – Return of Military Tuition Assistance Funds and Procedure 7.03.13.01 – Naming Recognitions.

Under Action Items, Mr. Brothers presented the following for discussion and approval:

- Budget Transfers

- Approval of the 2018-2019 College Budget

- Policy 7.03.13 – Naming Recognitions (new)

- Policy 7.03.14 – Service Animals and Other Animals on Campus (new)

Voting on the Action Items was suspended in order to administer the Oath of Office to newly appointed Trustee Mr. Kenneth Henke and newly reappointed Trustee Mr. Jeremy Hyatt.

## **OATH OF OFFICE**

Macon County Clerk of Court Victor Perry administered the Oath of Office to newly appointed Trustee Ken Henke and recently reappointed Trustee Jeremy Hyatt.

## **FINANCE AND CAMPUS IMPROVEMENT (continued)**

Following discussion, Mr. Gillespie made a motion to approve the Action Items as presented, which was seconded by Mr. Wilson and passed unanimously.

## **EXECUTIVE COMMITTEE**

Mr. Bell presented the Full Time and Part Time Employees Lists for review and approval. Following review, Ms. Forrister made a motion to approve the Full Time and Part Time Employee Lists, which was seconded by Mr. Cody and passed unanimously.

Dr. Tomas presented a new procedure for recognizing former Trustees for exemplary service by designating them as Trustee Emeritus. Following review and discussion, Mr. Davidson made a motion to approve the Trustee Emeritus procedure, which was seconded by Mr. Wilson and passed unanimously.

## **ELECTION OF 2019 BOARD OF TRUSTEES OFFICERS**

Mr. Davidson, as Chair of the Ad-Hoc Nominating Committee that also included Mr. Gillespie and Mr. Cloer, nominated Mr. Bell to serve as Chairman of the Board of Trustees, Mr. Wilson to serve as the Vice Chairman of the Board of Trustees, and Dr. Tomas to serve as Secretary to the Board of Trustees. Mr. Bell asked for any other nominations for these position, and hearing none, Mr. Wilson made a motion to close the nominations and approve the nominated officers, which was seconded by Mr. Shields and passed unanimously.

Mr. Bell then appointed Mr. Davidson to serve as the Chairman of the Finance and Campus Improvement Committee, and Ms. Libby Knight to serve as the Chairwoman of the Curriculum and Student Services Committee.

## **CURRICULUM AND STUDENT SERVICES**

Mr. Lambert Wilson, the Chair of Curriculum and Student Services Committee, asked Dr. Thom Brooks, Executive Vice President for Instruction and Student Services, to report on Curriculum and Student Services.

Dr. Brooks asked Dr. Cheryl Davids, Dean of the Macon Campus, to introduce Ms. Alyson Brendle, a returned alumna studying Business Administration, who spoke to the Trustees about her student experiences at the College. She thanked Joe Griffith and Sharon Lauffer for their instruction and support.

Under Information Items, Dr. Brooks reviewed the FTE enrollment trends, the visit by EdNC to the College, and major instructional and curriculum initiatives for 2018-2019.

There were no Action Items to review or approve for Curriculum and Student Services.

## **FACILITY UPDATE**

Dr. Tomas presented the Facilities Update, consisting of updates on the Bradford HVAC renovation, Burrell Bridge repairs, Campus Signage, the Fire Rescue Training Facility, the Firing Range, the Health Sciences building, the Maintenance building, Parking Lot D, the PSTC Driving Range, and the Summit building renovation.

## **OTHER BUSINESS**

Dr. Tomas presented a proposal to the Board to proclaim April 28 of each year Upward Bound Day, in recognition of the life-saving efforts of the Upward Bound program instructors during a vehicle fire on Interstate 40 in Haywood County on April 28, 2018 that jeopardized the lives of the Upward Bound students returning from a service project in Asheville. The proclamation will be revised and voted upon at the November 27, 2018 meeting, at which the Upward Bound program instructors will be recognized.

Mr. Bell asked for a motion to enter into Closed Session under North Carolina General Statute 143-318.11 (a)(3) to discuss matters protected by the attorney-client privilege. Mr. Davidson made the motion to enter into Closed Session, which was seconded by Mr. Cody and was approved unanimously. The Board entered into Closed Session at 6:18 p.m.

The Board returned from Closed Session at 6:20 p.m. following a motion and second by Mr. Davidson and Mr. Hyde to return from Closed Session.

With no other business before the Board, Mr. Wilson made a motion to adjourn the meeting. Mr. Hyde seconded the motion which carried unanimously. The meeting adjourned at 6:20 p.m.

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Terry Bell, Chairman  
Board of Trustees

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Don Tomas, Secretary  
Board of Trustees