

MINUTES OF THE BOARD OF TRUSTEES BI-MONTHLY MEETING
Southwestern Community College

July 23, 2019 – SCC Jackson Campus

Attending:

Trustees

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

College Staff

Don Tomas
William Brothers
Nan Coulter
Johnathan Dean
Curtis Dowdle

Guests

Ann Melton, Megan Stiles

Absent

Stephen Steen

The Board of Trustees of Southwestern Community College (SCC) met for their bi-monthly meeting on July 23, 2019 in the Charles Siler Slagle Board Room of the Conrad G. Burrell Building on the Jackson campus.

CALL TO ORDER

Chairman Terry Bell called the meeting to order at 5:04 p.m. and read the Ethics and Conflict of Interest statement.

OATH OF OFFICE

Clerk of Superior Court Ann Melton administered the Oath of Office to Ms. Jean Ellen Forrister and Ms. Libby Knight. Both were reappointed to serve another four-year term.

ADDENDUM TO MEETING AGENDA

Mr. Bell announced the need to add Action Item VI.A.2.c. – Policy 4.01.02 – Employment and Hiring to the agenda under Business Services.

PREVIOUS MEETINGS' MINUTES

Mr. Bell asked for a motion to approve the minutes of the Board of Trustees Meeting of May 28, 2019. Mr. Hyde made a motion to approve the minutes as presented, and Mr. Shields seconded the motion, which carried unanimously.

PRESIDENT'S REPORT

Dr. Tomas reported that he will be attending the NC Association of Community College Presidents' Summer Meeting in Spindale July 24 through 26. He gave an update on the Foundation and their planning for fund raising events this summer leading up to the Boots, Blue Jeans and Bling Gala on September 7, 2019.

CURRICULUM AND STUDENT SERVICES

Ms. Libby Knight, the Chair of Curriculum and Student Services Committee, asked Mr. Curtis Dowdle, Dean of Public Safety Training, to report on Curriculum and Student Services.

Mr. Dowdle reported that enrollment in Curriculum and Workforce Continuing Education programs is currently down due to the upswing in the local economy.

Mr. Dowdle gave an overview of Divisional Updates, and reported that PSTC will be offering a new course for School Resource Officers, which will be a new course within the region.

FINANCE AND CAMPUS IMPROVEMENT

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

Mr. Brothers reviewed the Local Revenue Analysis and State Budget Expenditures with the Board. Local Revenue was fulfilled at 100% for the fiscal year, and 99% of State Budget Expenditures was utilized for the fiscal year, which was well within the State reversion guideline.

Under Action Items, Mr. Brothers presented the Budget Transfers for the period May through June 2019. Following review and discussion, Mr. Davidson made a motion to approve the Budget Transfers, which was seconded by Mr. Hyde and passed unanimously.

Mr. Brothers then presented the Accounts Receivable write-offs, which included \$406.53 for a deceased student. Following review and discussion, Mr. Cody made a motion to approve the A/R write-offs, which was seconded by Mr. Wilson and passed unanimously.

Finally, Mr. Brothers presented a proposed revision to Policy 4.01.02 – Employment and Hiring. Following review and discussion, Mr. Cloer made a motion to approve the proposed changes to the policy, which was seconded by Ms. Forrister and passed unanimously.

FACILITY UPDATE

Mr. Brothers presented the Facilities Update, informing the Board that construction on the new Health Sciences building is making significant progress and is on schedule, with the soil nail wall completed and structural steel scheduled to begin around the first of October 2019. Mr. Brothers reported that the tile installation in the Balsam Lobby has been completed, which closes out the repairs to the Balsam Center from the R5000 project. The College administrators have determined that the proposed site for the Fire Rescue Training Facility is viable. Mr. Brothers reported that the Firing Range project will be broken down into units for RFP bidding in October/November 2019. Mr. Brothers reported that all PSTC capital funding will be resolved with the paving of the PSTC parking lot, and that PSTC had acquired a large lawn mower for PSTC.

Under Action Items, the Board reviewed and discussed a proposed Statement of Intent to use the Macon County Army National Guard Armory located at Industrial Park as the new location of the Fire Rescue Training Facility. Mr. Gillespie made a motion to approve the Statement of Intent and deliver it to the Macon County Commissioners, which was seconded by Mr. Davidson and passed unanimously. Dr. Tomas will deliver the Statement of Intent to the Macon County Manager and Board of Commissioners.

EXECUTIVE COMMITTEE

Under Action Items, Mr. Bell presented the Full Time and Part Time Employees Lists for review and approval. Following review, Mr. Davidson made a motion to approve the Full Time and Part Time Employee Lists, which was seconded by Mr. Gillespie and passed unanimously.

Ms. Knight reported on the Nominating Committee meeting for selection of the Officers of the Board of Trustees for 2019-2020. Mr. Wilson is nominated for Chairman of the SCC Board of Trustees, with Mr. Davidson nominated for Vice Chairman. Ms. Knight is proposed to continue as Chairwoman of the Curriculum and Student Services Committee, Mr. Cody is proposed as Chairman of the Finance and Campus Improvement Committee, and Dr. Tomas is proposed to continue as Secretary to the Board. Mr. Bell opened the floor to additional nominations, of which there were none. Mr. Jones made a motion to close nominations and accept the nominations as proposed by the Nominations Committee, which was seconded by Mr. Shields and passed unanimously. Mr. Wilson then appointed Mr. Cody to Chairman of the Finance and Campus Improvement Committee, and reappointed Ms. Knight as the Chairwoman of the Curriculum and Student Services Committee and Dr. Tomas as the Secretary to the Board.

Mr. Hyde requested a Point of Personal Privilege and commended Mr. Bell for his outstanding service to the Board of Trustees, which was affirmed by the entire Board.

OTHER BUSINESS

Dr. Tomas announced that he does not anticipate anyone from SCC attending the NCACCT Leadership seminar scheduled for August 21 through 23 in Wilmington unless a new Trustee is appointed prior to that by either the Governor or the Macon County Board of Commissioners. The NCACCT will hold a regional Trustee Training Seminar at Lake Junaluska on September 30, which Dr. Tomas, Ms. Knight and Ms. Forrister will attend.

Dr. Tomas presented a revised meeting schedule for the remainder of 2019, which was discussed. Following discussion, Mr. Wilson made a motion to approve the proposed schedule revision, which was seconded by Mr. Henke and passed unanimously.

Both Mr. Wilson and Mr. Davidson requested that the Trustees attend and full support the Foundation Boots, Blue Jeans and Bling Gala.

With no other business before the Board, Mr. Davidson made a motion to adjourn the meeting. Mr. Cloer seconded the motion which carried unanimously. The meeting adjourned at 6:10 p.m.

Lambert Wilson, Chairman
Board of Trustees

Don Tomas, Secretary
Board of Trustees