

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

**March 24, 2020 – SCC Jackson Campus**

**Attending:**

Trustees

Jeff Cloer	Luke D. Hyde
Doug Cody	Mark Jones
Vance Davidson	Cory McCall
Jean Ellen Forrister	Gary Shields
Ken Henke	Lambert Wilson

College Staff

Don Tomas
Scott Baker
Thom Brooks
William Brothers
Nan Coulter

**Guests**

Lisa Sizemore

**Absent**

Megan Beck, Jeremy Hyatt, Libby Knight, Brett Rogers

The Board of Trustees of Southwestern Community College (SCC) met for their bi-monthly meeting on March 24, 2020 in the Charles Siler Slagle Board Room of the Conrad G. Burrell Building on the Jackson campus, and telephonically via conference line, due to the COVID-19 pandemic.

**CALL TO ORDER**

Chairman Lambert Wilson called the meeting to order at 5:03 p.m. and read the Ethics and Conflict of Interest statement. Executive Assistant to the President and Board of Trustees Nan Coulter took roll of the attendees by roll call.

**PREVIOUS MEETINGS' MINUTES**

Mr. Wilson asked for a motion to approve the minutes of the Board of Trustees Meeting of January 28, 2020. Mr. Shields made a motion to approve the minutes as presented, and Mr. Hyde seconded the motion, which passed unanimously by roll call vote.

## **PRESIDENT'S REPORT**

Dr. Tomas gave a report on COVID-19 preparations and procedures for SCC campuses and centers.

## **CURRICULUM AND STUDENT SERVICES**

Mr. Wilson, standing in for Ms. Libby Knight, 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 reported on Fall 2019 Workforce Continuing Education enrollment (down 8% due to Job Corps enrollment fluctuations) and Spring 2020 Curriculum enrollment (up 1%). Dr. Brooks also provided updates from the Instruction and Student Services division for Spring 2020.

Under Action Items, Dr. Brooks presented a revision to Policy 6.02.03 – Grade Appeal and Policy 6.03.07 – Dismissal from Health Sciences Program. Following review and discussion, Mr. Shields made a motion to approve the proposed revisions, which was seconded by Mr. Davidson and passed unanimously by roll call vote.

## **FINANCE AND CAMPUS IMPROVEMENT**

Mr. Doug Cody, Chair of the Finance and Campus Improvement Committee, asked Mr. William Brothers, Vice President for Financial and Administrative Services, to report to the Trustees on Finance and Campus Improvement.

Under Information Items, Mr. Brothers reviewed the Local Revenue Analysis and State Budget Expenditures with the Board.

Mr. Brothers presented the findings of the College's 2019 Bi-Annual Financial Audit with the Board. The audit was clear and found no issues or statements by the auditors.

Under Action Items, Mr. Brothers presented the Budget Allocations and Transfers for review and discussion. Following review and discussion, Mr. Cloer made a motion to approve the posted entries as presented, which was seconded by Mr. Shields and passed unanimously by roll call vote.

Also under Action Items, Ms. Lisa Sizemore, Director of Human Resources, presented a new policy for the Board to review and vote upon: Policy 4.02.18 – Employee Work & State of Emergency Leave, prompted by the COVID-19 pandemic and College response. Following review and discussion, Ms. Forrister made a motion to approve the new policy as presented, which was seconded by Mr. Jones and passed unanimously by roll call vote.

Mr. Brothers presented a revision of Policy 4.04.06 – Communicable Disease and Occupational Exposure to Bloodborne Pathogens. Following review and discussion, Mr. Cloer made a motion to approve the revision to the policy as presented, which was seconded by Mr. Cody and passed unanimously via roll call vote.

## **FACILITY UPDATE**

Mr. Brothers presented the Facilities Update, providing a status report on the Health Sciences building. Ninety-six percent of the steel work is completed. The College has received the full scope of the Firing Range Project and Dr. Tomas and Mr. Brothers presented the project budget to the Jackson County Board of Commissioners on March 17 and await the results of the Commissioners' vote in April. Mr. Brothers reported that the Macon County Board of Commissioners have accepted the agreement between Macon County and SCC to transfer the former Franklin Army National Guard Armory facility to the College for the Fire Rescue Training Facility.

## **EXECUTIVE COMMITTEE**

Under Information Items, Mr. Wilson announced that Ms. Coulter will be distributing the annual President's Performance Evaluation to the Board this week, and all Trustees will be required to complete and submit their evaluation of the President's performance by April 15, 2020. Mr. Wilson will discuss the results of the Board's evaluation with Dr. Tomas prior to the next Board of Trustees meeting on May 19, and the Board will discuss the results at that meeting.

Mr. Wilson 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. Shields and passed unanimously by roll call vote.

## **OTHER BUSINESS**

Under Information Items, Dr. Tomas presented the Board with the 2020-2021 North Carolina Community College System and North Carolina Association of Community College Presidents' Consensus Budget Priorities, and asked the Trustees to discuss and support this with elected state representatives. Ms. Coulter will also draft a letter of support on behalf of the SCC Board of Trustees for Mr. Wilson's signature.

Dr. Tomas announced that due to the COVID-19 pandemic and social distancing guidelines set forth by Governor Cooper, the Spring 2020 graduation exercises scheduled for May 16, 2020 have been rescheduled to August 8, 2020, conditions warranting.

Under Action Items, Dr. Tomas presented a draft of a Board Resolution in support of *myFutureNC*. Following review of the proposed Board Resolution and discussion, Mr. Shields made a motion to approve the resolution, which was seconded by Mr. Jones and passed unanimously by roll call vote.

With no other business before the Board, Ms. Forrister made a motion to adjourn the meeting. Mr. Hyde seconded the motion which passed unanimously by roll call vote. The meeting adjourned at 5:47 p.m.

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Lambert Wilson, Chairman  
Board of Trustees

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Don Tomas, Secretary  
Board of Trustees