

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

October 25, 2011- SCC Campus

Attending:

Trustees

Terry Bell	Brenda Oocumma
Conrad Burrell	Pete Penland
Vance Davidson	Tracie Rice
Dewayne Elders	Gary Shields
Paul Holt	Jerry Sutton
Libby Knight	Kate Welch

College Staff

Don Tomas	Ryan Schwiebert
Sharon Grasty	George Stanley
Thom Brooks	
Janet Burnette	
Chuck Reece	

The Board of Trustees of Southwestern Community College met for its regular quarterly meeting on October 25, 2011.

Chairman Conrad Burrell called the meeting to order at 5:05 p.m. and read the ethics statement. Mr. Burrell welcomed new Board member, Gary Shields.

Ann Melton, Jackson County Clerk of Court, administered the oath of office to Mr. Shields.

Ms. Welch noted an error in the minutes as mailed. Mr. Holt made a motion to approve the minutes of the quarterly meeting of July 26, 2011 with one correction. Ms. Welch seconded the motion which carried unanimously.

PRESIDENT'S REPORT

Dr. Tomas provided a summary of president's office and college activities. Activities included meetings with key local educators and administrators and attendance at State association meetings. He reported that North Carolina Lieutenant Governor Walter Dalton and his wife recently visited the Jackson Campus and were given an informal tour.

Dr. Tomas gave an overview of the Vision 2017 strategic planning initiative. A group survey of the Board will be conducted at the January 2012 meeting.

The college is exploring the possibility of revising its Tobacco Use Policy. The SCC Wellness Committee has conducted a survey of college employees and students regarding tobacco use on campus. Dr. Tomas reviewed the findings of the survey and asked the trustees for their input. A lengthy discussion was held on the issue. Concerns include enforcement and implications of a no tobacco policy. Suggestions included moving the smoking gazebos away from college buildings and giving plenty of notice prior to enacting a no smoking policy. Mr. Holt recommended the committee draft a policy which would address enforcement and bring it to the Board at the January quarterly meeting.

Dr. Tomas reviewed the college's employment approval policy and asked the trustees for their input. He would like the Board to revisit the procedure regarding submission of new employees to the Board for approval. The current seven day approval process is not timely and imposes a hiring delay on candidates. He cited the upcoming retirement of Sharon Grasty as an example where the process needs to be expedited. Discussion was held on the possibility of shortening the Board notification period.

Following discussion, Mr. Holt made a motion that the recommendation to employ Sharon Grasty's replacement be sent electronically to the Board of Trustees with a follow up phone call to all recipients. The response period will be shortened to two days. Mr. Sutton seconded the motion which carried unanimously.

Dr. Tomas detailed organizational changes he is implementing November 1. The changes were facilitated by the recent retirement of two college vice presidents.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Executive Vice President Burnette provided an update on continuing education programs and initiatives. She detailed changes implemented in the department following the retirement of Ms. McCaskill. The transition has been going smoothly and continuing education is operating well.

Ms. Burnette presented and reviewed the Continuing Education Enrollment Report for Summer Term 2011 (V A 1-b). She noted that as a result of the latest program audit, several classes listed on the report will not be able to claim FTE.

Ms. Burnette reported the results of the recent program audit conducted by the NCCCS Audit Services Office. A preliminary report was received in June. In July the college submitted a response with additional documentation. A final report was received in September. The final report indicated one audit exception and one area of concern, both related to continuing education courses.

As a result of the audit, other concerns were identified at the LBJ Job Corps. The Audit Services staff performed a special audit in July and August on literacy courses offered at the Job Corps. The special audit has now been finalized and Ms. Burnette reported a summary of the findings. As a result of these findings, the Continuing Education Director for the North Carolina Community College System will be visiting SCC in November to meet with staff and review reporting procedures.

Vice President Brooks provided an update on instructional and student services activities. He noted Fall commencement services will be held on Tuesday, December 13, at 5:30 p.m. Dr. Brooks provided details on the Career and College Promise Program which will replace the various concurrent enrollment programs now serving high school students. The new program will be implemented in January. Dr. Brooks and his staff are renewing efforts to connect with partners in the community and are working on forging new partnerships. A new articulation agreement has been signed with Western Carolina University.

Dr. Brooks reviewed the Curriculum Enrollment Report for Fall 2011 (V B 1-b).

Dr. Brooks presented the Associate in Science Degree Program (V B 2-a), Policy 4.25 - Workload, Curriculum Faculty (V B 2-b) and Policy 8.22 - College Calendar 2012/2013 (V B 2-c) for approval. Mr. Penland made a motion that the Associate in Science Degree, Policy 4.25 - Workload, Curriculum Faculty, and Policy 8.22 - College Calendar 2012/2013 be approved. Mr. Sutton seconded the motion which carried unanimously.

FINANCE AND CAMPUS IMPROVEMENTS COMMITTEE

Ms. Burnette reviewed the Local Revenue Analysis (VI A 1-a) and State Current Expenditures (VI A 1-b) for the period ending September 30, 2011.

Ms. Burnette presented the Budget Transfers (VI A 2-a) for approval. Mr. Bell made a motion that the Budget Transfers be approved. Mr. Penland seconded the motion which carried unanimously.

Ms. Burnette presented the College Budget 2011/2012 (VI A 2-b) for approval. Mr. Davidson made a motion that the College Budget 2011/2012 be approved. Mr. Sutton seconded the motion which carried unanimously.

Ms. Burnette presented Policy 4.33 - Sick Leave (VI A 2-c) and Policy 4.45 - Staff Award (VI A 2-d) for approval. Mr. Penland made a motion that Policy 4.33 - Sick Leave and Policy 4.45 - Staff Award be approved. Mr. Shields seconded the motion which carried unanimously.

Mr. Stanley gave an update on construction of the academic/administration building. He reported the building is on schedule at 53 percent completion and expected to be in the dry by mid November. Mr. Stanley gave an update on the water system and tank for the building and also

detailed the phases of the R5000 project. Chairman Burrell expressed his appreciation to Mr. Stanley on behalf of the Board for his efforts with the new building and the road project.

Vice President Schwiebert provided an update on information technology and telecommunication projects. Implementation of the new document imaging system has begun. Work is still ongoing on the update of the college website. An update of the college information system hardware is in process and the IT department is continuing to improve the virtualization of academic desktops. The recent critical incident drill indicated a problem with the college's emergency notification system and the college plans to replace the system. Dr. Schwiebert is working with the architect and IT engineers to design a bid package for the electronics and audiovisuals in the new building.

EXECUTIVE COMMITTEE

Ms. Welch made a motion that the Additions to the Full-Time Employee List (VII A-1) and Additions to the Part-Time Employee List (VII A-2) be approved. Mr. Bell seconded the motion which carried unanimously.

Mr. Sutton presented the slate of proposed officers of the Southwestern Community College Board of Trustees for 2011/2012 from the Nominating Committee consisting of Libby Knight, Jerry Sutton and Kate Welch. The committee recommended Terry Bell for Chairman, Paul Holt for Vice-Chairman and Don Tomas for Secretary. No nominations were received from the floor.

Mr. Sutton made a motion that the nominations be closed and the recommended slate of officers be approved. Mr. Penland seconded the motion which carried unanimously.

On behalf of the Nominating Committee, Mr. Sutton thanked Mr. Burrell for his service as Chairman of the Board of Trustees for the past eleven years and commended him for his efforts on behalf of the College. Mr. Burrell expressed his appreciation to the Board for the opportunity to serve as their chairman and detailed some of the accomplishments achieved during his tenure.

The next quarterly meeting of the Board is scheduled for Tuesday, January 24, 2012.

Mr. Davidson made a motion to adjourn. Mr. Sutton seconded the motion which carried unanimously.

The meeting adjourned at 6:25 p.m.

Conrad Burrell, Chairman
Board of Trustees

Don Tomas, Secretary
Board of Trustees

Date