

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

January 25, 2000, 6:00 P.M. - SCC Campus

Attending:

Conrad Burrell	Ed Madden	Cecil Groves	George Stanley	Scott Sutton
Paul Holt	Quayle Neslen	Sharon Grasty	Dwight Wiggins	
Earl Hooper	Jerry Sutton	Jim Campbell	Beth Graham	
George Hooper	Jan Unger	Gene Couch	Susan McCaskill	
Harvey Hyatt	Kate Welch	Connie Haire	Hank Shuler	

The Board of Trustees of Southwestern Community College met for its regular quarterly meeting, with dinner preceding the meeting at 6:00 p.m. on January 25, 2000.

Chairman Jerry Sutton called the meeting to order at 7:05 p.m.

Mr. Holt made a motion to approve the minutes of the quarterly meeting of October 26, 1999. Mr. Burrell seconded the motion which carried.

REPORTS OF OFFICERS:

President - Cecil Groves

No report.

Business Services - George Stanley

No report.

Instructional Services - Gene Couch

No report.

Continuing Education -Dwight Wiggins

Vice President Wiggins provided a brief update on the status of the new Macon Center facilities and commended director Hank Shuler for her efforts in the endeavor. The center unofficially opened last week. Mr. Wiggins called on Beth Graham to provide an update on activities at the Cashiers Center. Ms. Graham noted the Center has been successful and is continuing to show progressive growth. Mr. Wiggins called on Hank Shuler who provided a brief report on activities at the new Macon Center.

Student/Institutional Development - Connie Haire

No report.

Technology/Telecommunications - Jim Campbell

Vice President Campbell noted the college did not experience any problems related to the Y2K issue. The new telecommunications center move is now complete and computing at the college is now centralized in one area. Several new computer labs have been completed and the Macon Annex has been brought on-line. Mr. Campbell noted that the college has used 6 miles of cable and currently has 900 computers on the college network.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Vice President Wiggins provided updates on two continuing education programs - Electronic Commerce and Carpentry.

- The college applied for and received a grant from the State Reserve Board to implement an Electronic Commerce program. An instructor has been hired and a class with approximately 18 students is now in progress. The program will be offered in Macon County.
- A recent survey of the needs of local contractors discovered that the current carpentry lab was functioning as a hobby/cabinet making shop and not meeting the training needs of the contractors. Steps have been taken to rectify this including offering courses designed for carpentry helpers and contractors. Additionally, Swain County High School has approached the college with a proposal regarding the carpentry lab equipment. The high school wants to offer a carpentry program and has the funds to build a shop for this purpose. However, they do not have sufficient funds to equip a carpentry shop. They have proposed that Southwestern relocate their carpentry equipment to the high school. In exchange the college could offer carpentry classes through the Huskins program and utilize the space to offer evening continuing education courses. Their proposal has been favorably received as this will free up under utilized space on the main campus and improve the college's formula for state utilization of facilities.

Dr. Groves noted that the carpentry area on the main campus will be converted for use as a shipping and receiving area. The plans to construct a metal building for this purpose will be discontinued with an approximate savings of \$300,000.00 for the college.

Vice President Wiggins reviewed the Occupational Extension Report (ATTACHMENT 1). This chart details the percentage of service area population enrolled in occupational extension classes during Spring Semester 1999. Mr. Wiggins noted that among the top eleven colleges in the North Carolina Community College System, Southwestern Community College served the largest service area population during this time period. This reflects usage of the off campus centers.

Vice President Wiggins reviewed the Class Visitation Report for Fall 1999-2000 (ATTACHMENT 2).

Vice President Couch reviewed Fall Enrollment Data (ATTACHMENT 3).

Dr. Couch presented the SACS Substantive Change Report (ATTACHMENT 4). A review team for the SACS Substantive Change in Distance Learning paid a site visit to SCC last October. All the system colleges received twelve collective recommendations. Ten of these applied to Southwestern. Responses are being developed to the recommendations and a meeting will be held in the near future to report responses back to the SACS committee.

Dr. Couch presented the New Student Survey Summary (ATTACHMENT 5) and encouraged the Trustees to review the data. He noted Dr. Haire would discuss the survey in detail during her report.

Dr. Couch presented the proposed College Calendar 2000-2001 for approval (ATTACHMENT 6). Mr. Holt made a motion that the 2000-2001 calendar be approved. Mr. Hyatt seconded the motion which carried.

Dr. Couch presented the Pilot Curriculum Faculty Workload for approval (ATTACHMENT 7). Mr. Burrell made a motion that the Pilot Curriculum Faculty Workload be approved. Mr. Earl Hooper seconded the motion which carried.

Dr. Couch presented the Internet Technologies Program for approval (ATTACHMENT 8.) Mr. George Hooper made a motion that the Internet Technologies Program be approved. Dr. Neslen seconded the motion which carried.

Dr. Couch presented the Business Administration - Concentration in Electronic Commerce for approval (ATTACHMENT 9). Mr. Holt made a motion that the Business Administration - Concentration in Electronic Commerce be approved. Dr. Nelsen seconded the motion which carried.

Dr. Couch presented the Outdoor Leadership Program for approval (ATTACHMENT 10). Mr. Unger made a motion that the Outdoor Leadership Program be approved. Mr. Burrell seconded the motion which carried.

Vice President Haire provided a quarterly update on activities and highlights for the Student and Institutional Development division and reviewed the New Student Survey Summary compiled by Delos Monteith, Institutional Research and Planning Officer (ATTACHMENT 11).

FINANCE AND CAMPUS IMPROVEMENTS COMMITTEE

Vice President Stanley reviewed the Local Revenue Analysis (ATTACHMENT 12) and Expenditures (ATTACHMENT 13) for the period ending December 31, 1999.

Board of Trustees

January 25, 2000

Page 4

Mr. Holt made a motion that the Budget Transfers/Amendments for the period ending December 31, 1999 (ATTACHMENT 14) be approved. Mr. Burrell seconded the motion which carried.

Mr. Stanley presented the Policies and Procedures Changes for approval (ATTACHMENT 15). Mr. George Hooper made a motion that the Policies and Procedures Changes be approved. Mr. Earl Hooper seconded the motion which carried.

EXECUTIVE COMMITTEE

Dr. Groves provided a brief update on the status of college facilities projects and acquisitions. Plans are progressing well. He informed the group that the Macon County Commissioners recently voted unanimously to buy a 75 acre property tract for the location of a Macon campus. Dr. Groves extended thanks to the people of Macon County and to the Board of Trustees for their support in this effort. The facilities projects approved at the October 1999 quarterly Board meeting are underway.

Mr. Stanley informed the Board that the owner of the SCC Cashiers Center building has been approached by the community council in Cashiers regarding the construction of a new fire department/community center building on the vacant lot adjacent to the Center. If this ensues, the college would be interested in working with the group regarding parking and space utilization in the community center or the old fire department.

Dr. Groves reported the college has been working with the public schools, libraries and other interested entities on upgrading the Community Link infrastructure. This upgrade needs to be completed within the next 18 months. The college currently has commitments for the initiative from all the local school superintendents, principals, libraries and the Swain County government. The group plans to pursue funding opportunities which will enable them to invest the resources necessary to implement the upgrade and bring Western North Carolina on a par with larger, urban areas. Dr. Groves stated this will have tremendous benefits for schools and small businesses in the area.

Dr. Groves presented a brief update on the SCC Foundation. The Foundation has been reactivated and currently has 23 members from the college's three county service area. He would like to see a closer collaboration between the Foundation and the Board of Trustees and is considering having the Foundation president attend and report at the quarterly Board meetings.

Mr. Holt made a motion that the additions to the Full-Time Employee List (ATTACHMENT 16) and additions to the Part-Time Employee List (ATTACHMENT 17) be approved. Mr. Burrell seconded the motion which carried.

Dr. Groves presented the Revised College Mission and Vision Statement for approval. Mr. Holt made a motion that the Revised College Mission and Vision Statement be approved. Mr. Earl Hooper seconded the motion which carried.

Mr. Holt made a motion that the Board enter Executive Session at 8:05 p.m. to discuss personnel matters. Mr. Burrell seconded the motion which carried. The Board returned from Executive Session at 8:15 p.m.

Mr. Holt made a motion that the president's discretionary expense supplement be raised to \$10,000 for the current fiscal year and \$7,000 each fiscal year thereafter. The current year amount includes \$4,000 excessive expenditures from the prior fiscal year. Mr. Burrell seconded the motion which carried.

The next quarterly Board of Trustees meeting is scheduled for Tuesday, April 25, 2000.

The meeting adjourned at 8:20 p.m.

C. Jerry Sutton, Chairman
Board of Trustees

Cecil L. Groves, Secretary
Board of Trustees

Date