

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

**April 24, 2001, 6:00 P.M. - SCC Campus**

**Attending:**

Carolyn Blanton	Harvey Hyatt	Cecil Groves	Dwight Wiggins	Hank Shuler
Hope Braswell	Quayle Neslen	Sharon Grasty	Janet Burnette	Scott Sutton
Conrad Burrell	Pete Penland	Jim Campbell	Beth Graham	
Paul Holt	Jerry Sutton	Gene Couch	Susan McCaskill	
Earl Hooper	Jan Unger	Connie Haire	Joan Moulton	
George Hooper	Kate Welch	George Stanley	Chuck Reece	

Guests: Ed Anderson, Josh Greenley

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 April 24, 2001.

Following dinner, an appreciation plaque was presented to outgoing Student Trustee Hope Braswell. Trustee Jerry Sutton was also presented a framed copy of a resolution honoring his four term service as chairman of the Board.

Chairman Conrad Burrell called the meeting to order at 7:00 p.m.

Mr. Holt made a motion to approve the minutes of the quarterly meeting of January 23, 2001. Mr. Sutton seconded the motion which carried.

**REPORTS OF OFFICERS:**

**President - Cecil Groves**

Dr. Groves introduced SCC employees, Janet Burnette, Comptroller and Charles "Chuck" Reece, Director of Human Resources and Facility Development, and announced they would be attending future Board meetings as part of George Stanley's retirement transition. Dr. Groves also introduced SGA president-elect, Josh Greenley.

**Business Services - George Stanley**

Vice President Stanley reported the financial audit conducted by the State Auditor's Office for the 1999/2000 fiscal year was completed in March (ATTACHMENT 1). One draft audit finding and recommendation was noted regarding a missed deadline for financial statements. This issue has been addressed and a final report will be received at a later date.

The Equipment Audit Report for the fiscal year 1999/2000 (ATTACHMENT 2) has been reviewed by the System Administrative and Facility Services Office and was found acceptable.

**Continuing Education -Dwight Wiggins**

Vice President Wiggins called upon Scott Sutton to provide a report on activities and new program initiatives at the Cherokee and Swain centers. Mr. Sutton briefly detailed upcoming summer course offerings and reported on a new program initiative, Outdoor Leadership. Mr. Wiggins also called upon Hank Shuler who reported on activities at the Macon Center. She noted the area of on-line courses was continuing to grow and informed the Board that the first Leadership Macon 2001 Institute Program has proven to be a success. The group will be giving their final presentations next Monday in Macon County.

**Instructional Services - Gene Couch**

No report.

**Student/Institutional Development - Connie Haire**

No report.

**Technology/Telecommunications - Jim Campbell**

Vice President Campbell reported that with the assistance of Title III funds, provisions are being implemented to enable students to apply and view their records on-line. This will enable students to track their progress while attending Southwestern. As part of the conversion to an electronic format, the Registrar's Office has undertaken a project to do electronic imaging of student records.

**CURRICULUM AND STUDENT SERVICES COMMITTEE**

Vice President Wiggins gave a report on Continuing Education enrollment figures and reviewed a chart detailing enrollment in Continuing Education programs during the past four years (ATTACHMENT 3).

Vice President Couch reviewed the Curriculum Enrollment Data (ATTACHMENT 4). He noted that although the college is serving more students, students are taking fewer hours, resulting in a slight decrease in FTE.

Dr. Couch provided an update on the status of various new program initiatives previously presented to the Board of Trustees. Four new programs will be implemented this fall.

Dr. Couch enumerated the range of technical certifications provided by the college and reviewed the Career Programs faculty certifications (ATTACHMENT 5). Dr. Couch and Dr. Groves provided information on the college's latest venture in certification, a very prestigious high-end database management certification entitled Oracle.

Dr. Couch reviewed the Policies and Procedures Changes (ATTACHMENT 6) and presented them for approval. Several college policies are being revised and updated due to minor editorial changes resulting from changes in position titles and the change from a quarter to semester system.

Mr. Sutton made a motion that the Policies and Procedures Changes be approved. Mr. Unger seconded the motion which carried.

Vice President Haire reviewed the quarterly update on activities and highlights for the Student and Institutional Development division (ATTACHMENT 7) including a brief overview of various position realignments in the Student Services division. In Mr. Parker's absence, Dr. Haire provided a report on SCC Foundation activities and scholarships. She encouraged Board members to attend the upcoming commencement ceremony on May 11.

#### **FINANCE AND CAMPUS IMPROVEMENTS COMMITTEE**

Vice President Stanley reviewed the Local Revenue Analysis (ATTACHMENT 8) and State Current Expenditures (ATTACHMENT 9) for the period ending March 31, 2001.

Mr. Stanley presented the Budget Transfers/Amendments (ATTACHMENT 10), Annual Local Budget 2001/02(ATTACHMENT 11) and Annual College Budget 2001/02 (ATTACHMENT 12) and the Flexible Benefits Plan (ATTACHMENT 13).

Mr. Holt made a motion that the Budget Transfers/Amendments, Annual Local Budget, Annual College Budget and Flexible Benefits Plan be approved. Mr. Hyatt seconded the motion which carried.

#### **EXECUTIVE COMMITTEE**

Dr. Groves provided an update on the Macon County campus initiative. Macon County is still moving forward on the project. Dr. Groves has also met with Trustees Pete Penland and Jerry Sutton regarding their input into Macon County development. Since the last meeting of the committee, Dr. Groves and George Stanley have met with Macon County officials, county leaders and business representatives to discuss a joint master land plan. One of the issues involved is an off-ramp which would benefit the new Macon Campus site.

Dr. Groves discussed State budgetary concerns and the possible effects of legislative cutbacks in funding as related to the community college system.

Dr. Groves provided an update on the Appalachian Access initiative. The initiative is progressing well and he anticipates a detailed announcement to the public in about four weeks.

**Board of Trustees**

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Commencement exercises will be held on May 11. The commencement speaker will be Lieutenant Governor Beverly Perdue. Dr. Groves thanked Chairman Burrell for his assistance in obtaining Ms. Perdue to speak at the ceremony and invited all Trustees to attend. Chairman Burrell encouraged Trustees to attend the ceremony.

Mr. Sutton made a motion that the additions to the Full-Time Employee List (ATTACHMENT 14) and additions to the Part-Time Employee List (ATTACHMENT 15) be approved. Mr. Penland seconded the motion which carried.

Presidential Evaluation forms were distributed to the Trustees. Evaluations should be completed and forwarded to Chairman Burrell by May 15.

Dr. Neslen made a motion that the Board enter Executive Session at 8:05 p.m for the purpose of discussing personnel, real estate and potential litigation issues. Mr. Sutton seconded the motion which carried. The Board returned from Executive Session at 8:45 p.m.

Mr. Penland made a motion that Roberts & Stevens, P. A. be retained to initiate a lawsuit against Harrison APAC Construction in response to the compaction issue, with said lawsuit to be filed within the time frame determined as prior to the statute of limitations deadline. Mr. Sutton seconded the motion which carried.

Mr. Holt made a motion that the local supplement for President Groves be increased to \$27,312 per annum. Mr. Earl Hooper seconded the motion which carried.

Mr. Penland made a motion that the meeting adjourn. Mr. Holt seconded the motion which carried.

The next quarterly Board of Trustees meeting is scheduled for Tuesday, July 24, 2001.

The meeting adjourned at 8:50 p.m.

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Conrad Burrell, Chairman  
Board of Trustees

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Cecil L. Groves, Secretary  
Board of Trustees

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Date