

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

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

Attending:

Terry Bell	Ed Madden	Cecil Groves	Beth Graham
Josh Greenley	Quayle Neslen	Sharon Grasty	Susan McCaskill
Paul Holt	Jerry Sutton	Connie Haire	Joan Moulton
Earl Hooper	Jan Unger	George Stanley	Chuck Reece
George Hooper	Kate Welch	Dwight Wiggins	Hank Shuler
Harvey Hyatt		Janet Burnette	Scott Sutton

Guests: Stacy Anders, Laurie Price, Amanda Setzer, Kara Vanhook, Jessica Winkler

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 July 24, 2001.

During dinner, Dr. Groves introduced the students who will represent the college as Student Ambassadors for the upcoming academic year and Joshua Greenley, the newly elected Student Government Association President.

Vice-Chairman Harvey Hyatt called the meeting to order at 6:55 p.m.

Sharon Grasty administered the oath of office to Joshua Greenley.

Dr. Neslen noted an omission on page four of the quarterly minutes of April 24, 2001. The minutes should be amended to read "The Board returned from Executive Session at 8:45 p.m. *with no action taken.*" Mr. Holt made a motion to approve the minutes of the quarterly meeting of April 24, 2001 with the amendment. Mr. Sutton seconded the motion which carried.

REPORTS OF OFFICERS:

President - Cecil Groves

No report.

Business Services - George Stanley

No report.

Continuing Education -Dwight Wiggins

Vice President Wiggins called upon Beth Graham to provide a report on upcoming activities and program initiatives at the Cashiers Center. Ms. Graham briefly detailed three new projects currently being pursued: 1) the Senior College, funded by Harrahs; 2) a special needs technician class offered at the request of Smoky Mountain Mental Health; and 3) a respite care provider program offered in collaboration with Smoky Mountain Mental Health and the Family Resource Center.

Instructional Services - Gene Couch

No report. Vice President Couch is attending the 2001 Harvard Institute for Educational Management designed for senior-level administrators.

Student/Institutional Development - Connie Haire

No report.

Technology/Telecommunications - Jim Campbell

No report. Vice President Campbell is attending a distance learning conference.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Vice President Wiggins reviewed Continuing Education enrollment figures for Spring Term 2001 (ATTACHMENT 1). He noted enrollment in the Ed2Go on-line classes continues to grow and he plans to do a marketing strategy for these courses for the upcoming year.

Mr. Wiggins reviewed the Continuing Education Class Visitation Report for Summer Term 2001 (ATTACHMENT 2).

Mr. Wiggins reported on the success of the Leadership Macon Institute. The first class recently successfully completed the program. Mr. Wiggins presented a brochure giving details of the 2002 Institute (ATTACHMENT 3).

Dr. Groves gave a brief update of the Weekend College initiative and reviewed a brochure detailing upcoming courses offered through the program (ATTACHMENT 4).

Four new programs (Associate in Fine Arts, Cyber Crime, Virtual Office Assistant and Therapeutic Massage) have been approved by the State Board. With the exception of Therapeutic Massage, the new programs will be implemented this Fall Semester. Implementation of the Therapeutic Massage program may be delayed until January pending approval from the licensing agency.

Dr. Groves provided details on the new pathways into the EMS Program designed to make the associate degree in Emergency Medical Technology more accessible to students (ATTACHMENT 5).

Dr. Groves noted that articulation agreements were recently signed with Swain County Schools and Western Carolina University for a joint Carpentry program at Swain High School and for the Fine Arts Program with Western Carolina.

Several curriculum programs recently received donations of equipment for use in instruction. College faculty are being encouraged to make more diligent efforts to acquire resources through donations.

Vice President Haire reviewed the quarterly update on activities and highlights for the Student and Institutional Development division (ATTACHMENT 6). The recent "Ducks on the Tuck" fundraiser was a huge success. Dr. Haire encouraged trustees to participate in the upcoming Foundation Golf Tournament on September 17.

Dr. Haire presented the Student Government Association Budget for 2001-2002 for approval (ATTACHMENT 7). Mr. Sutton made a motion that the Student Government Association Budget be approved. Dr. Neslen seconded the motion which carried.

Dr. Haire presented the Revisions to the Student Government Association Constitution (ATTACHMENT 8) for approval. Mr. Unger made a motion that the Revisions to the Student Government Association Constitution be approved. Mr. Bell seconded the motion which carried.

Dr. Haire presented the Policies and Procedures Changes for approval (ATTACHMENT 9). Mr. Bell made a motion that the Policies and Procedures Changes be approved. Mr. Sutton seconded the motion which carried.

FINANCE AND CAMPUS IMPROVEMENTS COMMITTEE

Vice President Stanley reviewed the Local Revenue Analysis (ATTACHMENT 10) and State Current Expenditures (ATTACHMENT 11) for the period ending June 30, 2001.

Mr. Stanley presented the Budget Transfers/Amendments (ATTACHMENT 12), Small Balance Write-Offs (ATTACHMENT 13) and Student Identification Cards (ATTACHMENT 14) for approval.

Mr. Holt made a motion that the Budget Transfers/Amendments, Small Balance Write-Offs, and Student Identification Cards be approved. Mr. Earl Hooper seconded the motion which carried.

EXECUTIVE COMMITTEE

Dr. Groves provided an update on the college's financial situation for the upcoming 2001-02 budget as related to State budgetary concerns. He does not anticipate any fiscal problems in the upcoming year as a result of State legislative actions.

Dr. Groves and Mr. Stanley provided an update on the status of college acquisition, construction and renovation projects. The State Board has approved the college's request to acquire three parcels of land adjacent to the main campus and to proceed with repair/renovation projects at the Jackson, Macon and Swain centers. Dialogues have been held with hospital and recreation officials to discuss the areas's recreation/wellness needs. College officials are still open to discussions regarding a joint library venture with Fontana Regional Library.

Mr. Holt made a motion that the additions to the Full-Time Employee List (ATTACHMENT 15), additions to the Part-Time Employee List (ATTACHMENT 16), 2001/2002 Full-Time Staff and Faculty Reappointments List (ATTACHMENT 17) and 2001/2002 Potential Part-Time Employee List (ATTACHMENT 18) be approved. Mr. Sutton seconded the motion which carried.

Dr. Groves will contact Chairman Burrell regarding the appointment of a nominating committee to report back at the October quarterly Board of Trustees meeting.

Dr. Groves distributed copies of the college's State of North Carolina Financial Statement Audit Report for the year ended June 30, 2000.

Notification has been received that no audit exceptions or concerns were identified during the audit conducted by the System program audit staff on the maintenance of records and reporting of student membership hours for Spring Semester 1999 through Spring Semester 2000. College staff were commended for the excellent manner in which record keeping procedures were followed.

The North Carolina Board of Ethics has notified the college that their findings indicate no conflict of interest or potential for conflict of interest for Trustees Carolyn Blanton, Conrad Burrell or Harvey Hyatt.

The next quarterly Board of Trustees meeting is scheduled for Tuesday, October 23, 2001.

The meeting adjourned at 8:10 p.m.

Conrad Burrell, Chairman
Board of Trustees

Cecil L. Groves, Secretary
Board of Trustees

Date