

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

October 23, 2001, 6:00 P.M. - SCC Campus

Attending:

Terry Bell	George Hooper	Cecil Groves	Janet Burnette
Carolyn Blanton	Harvey Hyatt	Sharon Grasty	Beth Graham
Conrad Burrell	Quayle Neslen	Gene Couch	Susan McCaskill
Josh Greenley	Jerry Sutton	Connie Haire	Joan Moulton
Paul Holt	Jan Unger	George Stanley	Chuck Reece
Earl Hooper	Kate Welch	Dwight Wiggins	Scott Sutton

Guest: Jeremy Huffman

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 October 23, 2001.

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

Sharon Grasty administered the oath of office to reappointed trustee, Harvey Hyatt.

Mr. Holt made a motion to approve the minutes of the quarterly meeting of July 24, 2001. 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 Jeremy Huffman, EMS Instructor/Coordinator, to give a brief report on continuing education EMS activities and initiatives. Mr. Wiggins noted that Mr. Huffman has developed the first on-line EMS course in North Carolina. The course has become a model for other colleges and SCC is very proud of his accomplishments. Mr. Huffman also provided details of a recent teaching experience in the Virgin Islands. The U.S. Park Service had asked the college to provide emergency training to rangers in the U.S. Virgin Islands. Mr. Huffman and law enforcement instructor Curtis Dowdle spent thirteen days in St. Johns training approximately 50 rangers.

Instructional Services - Gene Couch

Vice President Couch distributed and reviewed copies of the Spring Semester 2002 class schedule.

Student/Institutional Development - Connie Haire

No report.

Technology/Telecommunications - Jim Campbell

Vice President Campbell reported that a new web-based application for students will be available within the next few days. This will enable students to apply to the college and review their academic transcripts on-line. Funds from the Title III grant were used to implement this service.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Vice President Wiggins reviewed Continuing Education enrollment figures for Summer Term 2001 (ATTACHMENT 1).

Vice President Couch reviewed Enrollment Data for Fall 2001 (ATTACHMENT 2). Dr. Couch noted that FTE enrollment increased approximately three percent.

Vice President Couch gave a brief update on the status of recent curriculum initiatives. The Associate in Fine Arts, Cyber Crime, and Virtual Office Assistant programs were implemented this fall. Implementation of the Therapeutic Massage program has been delayed pending approval from the licensing agency. This fall marked the second year for the Internet Technology, Outdoor Leadership and E-Commerce programs and all three are progressing well. An articulation agreement with Western Carolina University has just been realized for the Outdoor Leadership program. Enrollment in the Weekend College doubled this fall. Interest in the Associate of Arts degree in Cherokee did not materialize as projected. Courses will still be offered but a decision has been made to scale back the emphasis on college transfer.

Vice President Couch presented the Practical Nursing Program recommendation for approval (ATTACHMENT 3). Mr. Holt made a motion that the program in Practical Nursing be accepted and approved. Dr. Neslen seconded the motion which carried.

Vice President Haire reviewed the quarterly update on activities and highlights for the Student and Institutional Development division (ATTACHMENT 4). Dr. Haire distributed and reviewed a New Century Scholars Information Sheet (ATTACHMENT 5). She also distributed copies of the 2001-02 SCC Student Handbook and a mini cd developed for use in recruiting efforts.

Dr. Haire presented the Policies and Procedures Changes for approval (ATTACHMENT 6). Mr. Sutton made a motion that the Policies and Procedures Changes be approved. Mr. Bell seconded the motion which carried.

FINANCE AND CAMPUS IMPROVEMENTS COMMITTEE

Vice President Stanley reviewed the Local Revenue Analysis (ATTACHMENT 7) and Expenditures (ATTACHMENT 8) for the period ending September 30, 2001. The college has been operating on a contingency budget.

Mr. Stanley presented the HUB Policy Change - 7.17 for approval (ATTACHMENT 9). Mr. Unger made a motion that the Policy Change - 7.17 be approved. Mr. Sutton seconded the motion which carried.

Mr. Stanley presented the Budget Request (ATTACHMENT 10) and Budget Resolution (ATTACHMENT 11) for approval. The college will be reserving four percent of its budget in anticipation of budget reversions. Mr. Holt made a motion that the Budget Request and Budget Resolution be approved. Mr. Unger seconded the motion which carried.

EXECUTIVE COMMITTEE

Dr. Groves and Mr. Stanley provided an update on the status of college acquisition, construction and renovation projects. Mr. Stanley noted an active pre-bid conference was held today for the Driver Training Facility project. The bid opening date for the project has been set for October 31. Roofing and HVAC projects are also in progress. Renovations in the Balsam Center are substantially complete and final inspection will be in two weeks. Dr. Groves invited trustees to visit the renovation site and noted particularly the flooring donated by Zickgraf Hardwood.

Mr Hyatt made a motion that the additions to the Full-Time Employee List (ATTACHMENT 12) and additions to the Part-Time Employee List (ATTACHMENT 13) be approved. Mr. Sutton seconded the motion which carried.

Chairman Earl Hooper presented the slate of proposed officers of the Southwestern Community College Board of Trustees for 2002 from the Nominating Committee consisting of Terry Bell, Earl Hooper, and Kate Welch. The committee recommended Conrad Burrell for Chairman, Harvey Hyatt for Vice Chairman, and Cecil Groves for Secretary. No nominations were received from the floor.

Mr. Earl Hooper made a motion that the nominations be closed and the recommended slate of officers be approved. Ms. Welch seconded the motion which carried.

Ms. Welch presented highlights from the 2001 ACCT Annual Convention held October 10-13 in San Diego. She noted there was good representation from North Carolina trustees and that North Carolina community colleges ranked high among attendees in a number of areas.

The next quarterly Board of Trustees meeting is scheduled for Tuesday, January 22, 2002.

The meeting adjourned at 8:10 p.m.

Conrad Burrell, Chairman
Board of Trustees

Cecil L. Groves, Secretary
Board of Trustees

Date