

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

**April 22, 2008 - SCC Campus**

**Attending:**

Trustees

Terry Bell            Mary Jane Letts  
Conrad Burrell      Brian McMahan  
Paul Holt            Quayle Neslen  
Earl Hooper         Jerry Sutton

College Staff

Cecil Groves        Susan McCaskill  
Sharon Grasty      Chuck Reece  
Janet Burnette      Ryan Schwiebert  
Gene Couch         George Stanley  
Connie Haire

Guests: Raylene Bryson, Linda Dyke

The Board of Trustees of Southwestern Community College met for its regular quarterly meeting on April 22, 2008.

Chairman Conrad Burrell called the meeting to order at 5:08 p.m.

Mr. Holt made a motion to approve the minutes of the quarterly meeting of January 22, 2008 as mailed. Mr. Sutton seconded the motion which carried unanimously.

Dr. Groves and Mr. Stanley provided an update on college facilities and property acquisitions. Highlights included:

- The punch list is complete for the Groves Center and the lawsuit involving the contractor and his subcontractors is expected to go to court in the fall. The college cannot close out the project until the suit is settled.
- Macon County commissioners have approved funds for construction of a building on the Macon Campus.
- The program phase is complete for the new Jackson Building and the State will next negotiate a design contract with the architect. Dr. Groves briefly described the composition of the new building and Mr. Stanley noted the Forest Service will vacate the site in August.
- The college will acquire the bus garage property when the county relocates the garage to its new site.
- A DOT public hearing was held April 8 to provide information regarding the connector road from Highway 116 to 107. This road will give a new front to the Jackson Campus.

Dr. Groves expressed his appreciation to Trustees Burrell, Holt and McMahan for their assistance in the college's property acquisition efforts.

Dr. Groves introduced Ryan Schwiebert, SCC Director of Technology. His department will begin focusing on several improvement projects on the main campus. A major project will be installing a new phone system to replace the college's outdated system. This upgrade will be beneficial to the college's increased security efforts.

**CURRICULUM AND STUDENT SERVICES COMMITTEE**

Vice President McCaskill provided an update on continuing education programs and initiatives. Projects include:

- working with several local industries who are expanding or adding new product lines
- offering a 14 week summer Fire, Rescue & Medical Responder academy
- used grant funds to offer National Incident Management System (NIMS) training to emergency room personnel as part of National Homeland Security training program
- working with Macon and Swain counties on Advantage West certified entrepreneurial communities
- working with Jobs Corps personnel to develop five vocational programs to offer at the reopening Oconoluftee Center - will also provide literacy program to Center
- as requested by the NC Highway Patrol, provided firearms training for approximately 900 Highway Patrol officers

Ms. McCaskill noted the increase in firearms training has created parking problems at the current firing range. The college will eventually need to consider building another firing range in order to accommodate the increased volume of training.

## **Board of Trustees**

**April 22, 2008**

**Page 2**

Vice President McCaskill presented and reviewed the Extension Education Fall 2007 Enrollment (IV A 1-a) and the Fall 2007 Class Visitation Summary (IV A 1-b).

Vice President Couch introduced Linda Dyke, director of College Access Programs and Raylene Bryson, principal of the new Jackson County Early College. Ms. Dyke and Ms. Bryson briefly explained the Early College program concept and gave an overview of the new Jackson County Early College High School initiative. The college will partner with the public school system to offer two different early college programs in Jackson County. Smoky Mountain High students will be housed on the SCC Jackson Campus and Blue Ridge students will be housed at the Blue Ridge School campus.

Dr. Couch reviewed the Enrollment Comparison (IV B 1-b). The college had a seven percent increase in enrollment in Spring 2008 and a steady future enrollment growth is anticipated.

Spring commencement ceremonies will be held at 5:30 p.m. and 7:30 p.m. on Tuesday, May 6. Trustee attendance is encouraged. SCC was represented at the recent North Carolina Community College System Academic Excellence Awards ceremony in Raleigh by students, Matt Lemmens and Emily Stroot. The students joined the group for dinner following the meeting.

Dr. Couch reported the college had received its final audit report from the System Office Program Audit Services for the Spring Semester 2006 through Spring Semester 2007 audit. The college had appealed a preliminary audit exception and the appeal was favorably received. No exceptions were noted in the final report.

Dr. Couch presented the Medical Office Administration Program (IV B 2-a) and Office Administration - Legal Concentration (IV B 2-b) for approval. Mr. McMahan made a motion that the Medical Office Administration Program and Office Administration - Legal Concentration be approved. Mr. Hooper seconded the motion which carried unanimously.

Vice President Haire provided a quarterly update on activities and highlights for the Macon Campus and Institutional Development area (IV C 1-a). Enrollment continues to grow at the Macon Campus and the Macon County commissioners have approved allocation of funds for the construction of a 6,000 square foot "transition" building on the campus. The building will provide office space and classrooms primarily for the Early College program. Staff members are working on a collaborative project to develop a concept for the Macon Enterprise Center which will be set up in the former Macon Library building.

## **FINANCE AND CAMPUS IMPROVEMENTS COMMITTEE**

Vice President Burnette reviewed the Local Revenue Analysis (V A 1-a) and State Current Expenditures (V A 1-b) for the period ending March 31, 2008.

Ms. Burnette presented the Budget Transfers (V A 2-a), Annual Local Budget 2008/2009 (V A 2-b) and the Annual College Budget 2008/2009 (V A 2-c) and Policy 3.42 - Electronic Signatures (V A 2-d) for approval. She noted replacing the outdated phone system and the ceiling in Oaks Hall will be priorities during the upcoming budget year along with addressing the heating and air conditioning issues at the Swain Center.

Dr. Neslen made a motion that the Budget Transfers, Annual Local Budget 2008/2009, Annual College Budget 2008/2009 and Policy 3.42 - Electronic Signatures be approved. Mr. Bell seconded the motion which carried unanimously.

Ms. Burnette reported state auditors have completed the on-site portion of their financial audit of the college for the fiscal year ending June 30, 2007. She anticipates a clean audit with no findings. The final report will be presented at the next Board meeting. Dr. Groves and Mr. Burrell expressed their appreciation to Ms. Burnette and her staff for their outstanding performance in managing the college's fiscal activities.

**EXECUTIVE COMMITTEE**

Mr. Sutton made a motion that the Additions to the Full-Time Employee List (VI A-1) and Additions to the Part-Time Employee List (VI A-2) be approved. Mr. McMahan seconded the motion which carried unanimously.

Presidential Evaluation forms were distributed to the Trustees. Evaluations should be completed and forwarded to Chairman Burrell by May 15. Trustees were reminded that ethics statements were due to the Ethics Commission by April 15.

Mr. McMahan made a motion to adjourn. Mr. Holt seconded the motion which carried unanimously.

The next quarterly Board of Trustees meeting is scheduled for Tuesday, July 29, 2008.

The meeting adjourned at 6:25 p.m.

\_\_\_\_\_  
Conrad Burrell, Chairman  
Board of Trustees

\_\_\_\_\_  
Cecil L. Groves, Secretary  
Board of Trustees

\_\_\_\_\_  
Date