

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

**October 28, 2008 - Groves Center, Macon Campus**

**Attending:**

Trustees

Conrad Burrell      Brian McMahan  
Paul Holt            Pete Penland  
Earl Hooper        Jerry Sutton  
Mary Jane Letts

College Staff

Cecil Groves        Connie Haire  
Sharon Grasty      Susan McCaskill  
Janet Burnette      George Stanley  
Gene Couch

Guests: Tom Ritter, Gable Stubbs, David Warth

The Board of Trustees of Southwestern Community College met for its regular quarterly meeting on October 28, 2008.

Chairman Conrad Burrell called the meeting to order at 4:10 p.m.

Mr. Holt made a motion to approve the minutes of the quarterly meeting of July 29, 2008 as mailed. Mr. Penland seconded the motion which carried unanimously.

Dr. Groves introduced Tom Ritter, the architect who designed the new transition building on the Macon Campus and David Warth of Warth Construction, the contractor for the building. A groundbreaking ceremony was held on October 2 at the building site and construction has commenced. Mr. Ritter and Mr. Warth provided a detailed description of the design and construction process for the project. The building is expected to be completed by spring 2009.

Dr. Groves reported the college realized its highest growth in enrollment this fall - an increase of over 11 percent. Applications for enrollment have also increased 35 percent. Enrollment increases may be attributed to the current economic situation, the enhanced level of acceptance of community colleges and the perception that Southwestern is an excellent and affordable higher education choice. He noted this sharp increase in enrollment has highlighted the need for additional space on both the Jackson and Macon campus sites.

Mr. Stanley introduced Gable Stubbs of McMillan, Smith and Partners, Architects, the firm designing the new Jackson Campus building. Mr. Stubbs presented a PowerPoint presentation providing details of the building. He stated the building was designed to provide an attractive focal point to the campus. Mr. Stubbs addressed issues regarding the roof system, heating/cooling system and design of the building. He noted the college would not be seeking green certification for the building; but, as the budget permitted, green elements would be incorporated into both the design and construction of the facility. The building is expected to be put out to bid in late spring 2009 and construction completed in spring 2011. Discussion was held on the impact of the proposed connector road location in reference to the building site.

In order to meet space needs for the anticipated expansion of the Early College program and the growth of enrollment on the Jackson Campus, several department relocations have been proposed. Dr. Groves briefly outlined the proposed changes and noted these changes were the most cost effective way to accommodate the college's space needs and secure a ten-year window for growth on the campus. Some modifications will be necessary to accommodate these moves. College staff will be able to do most of the modifications/remodeling, but some additional funding will be required.

Dr. Groves noted a new bond issue is anticipated in the next five years and the college has positioned itself to receive maximum bond funding. As part of preparation for a future state bond issue, SCC was asked to complete a master plan and identify its top three capital project priorities. An additional building on the Macon Campus was identified as the college's top capital project priority. The other two top priorities were an additional building for the Jackson Campus and renovation projects totaling approximately \$6 million.

As reported at the July quarterly meeting, the State has funded \$90,000 to design the proposed Macon Campus building. Macon County was not prepared to match the required funds at this time and the item

was tabled. Mr. Stanley relayed this to the System Office and was told the funds could be transferred to the second identified priority. In the event the Jackson County Commissioners agree to fund the proposed renovations on the Jackson Campus, it is possible the \$90,000 could be transferred to the third priority and work could begin on the project. These funds would constitute a match for the next project.

Several months ago, grant funds were secured to employ library consultants to study the college library needs and to see how the college could improve its facility. The consultants felt the existing building was adequate but made a series of recommendations for upgrading. They presented their findings in a report and will be reviewing these recommendations with college representatives on November 12.

Dr. Groves briefly discussed long-term needs for the Public Safety Training Center complex. Lack of space and housing is inhibiting growth of the law enforcement and emergency services courses. Major needs include housing for non-local students, resurfacing of the driving range, expansion of the current facility, and a new firing range. Discussion was held on the costs involved in building an indoor firing range.

Dr. Groves provided an update on the Cherokee and Swain facilities. He noted the pottery complex at the Swain Center is outstanding and encouraged the Trustees to visit the site. Installation of the new phone system is well underway. The college is also virtualizing several computer labs on the Jackson Campus with virtualization extending to off-campus sites as funds permit.

#### **CURRICULUM AND STUDENT SERVICES COMMITTEE**

Vice President McCaskill provided an update on continuing education programs and initiatives. She noted students in the Master Potter program have scheduled several pottery shows in the upcoming weeks. Her staff has worked closely with the district attorney's office to create a defensive driving course. The course has received a great deal of publicity.

Ms. McCaskill presented and reviewed the Continuing Education Enrollment Report (V A 1-a) and the Class Visitation Report for summer 2008 (V A 1-b). She reported a significant growth in both enrollment and FTE.

Ms. McCaskill presented Policy 5.5 - Accountability and Credibility (V A 2-a) for approval. Mr. Holt made a motion that Policy 5.5 - Accountability and Credibility be approved. Mr. Sutton seconded the motion which carried unanimously.

Ms. McCaskill presented Policy 7.20 - Self-Supporting Class (V A 2-b) for approval. Mr. Sutton made a motion that Policy 7.20 - Self-Supporting Class be approved. Mr. Holt seconded the motion which carried unanimously.

Vice President Couch reviewed the Curriculum Enrollment Update (V B 1-a). The college had a record increase in its fall 2008 enrollment. Factors contributing to the increase include the implementation of the Jackson Early College and student recognition of the value of a transfer education.

Dr. Couch reviewed results for the 2008 Community College Survey of Student Engagement (CCSSE) (V B 1-c). Results from last year's survey were a primary factor in SCC being ranked the number four community college in the nation. SCC has again exceeded the mean on all five benchmark areas of the survey. These results correlate with the college's internal survey findings.

College administrators met recently with representatives from the East Carolina Dental School Project to discuss a possible affiliation and the offering of dental assisting and hygiene programs. The General Assembly has allocated funds for ECU to expand its dental program to rural areas by providing clinical sites. They are attempting to create five centers across North Carolina in underserved parts of the state and would like to create a program in western North Carolina. Discussions centered around the possibility of bringing a program to Jackson County.

Notice has been received from the NC State Approving Agency of program approval for the college Veterans Education program.

Dr. Couch presented the 2009-2010 College Calendar (V B 2-a) for approval. The college recently started a dialogue with the public schools in the college's three county service area to create a common

calendar. The dialogue has been expanded to include all six of the public school systems in the western part of the state along with Tri-County Community College and Western Carolina University.

Dr. Couch presented Policy 4.25 - Workload Curriculum Faculty (V B 2-b) for approval.

Mr. Penland made a motion that the 2009-2010 College Calendar and Policy 4.25 - Workload Curriculum Faculty be approved. Ms. Letts 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 (V C 1-a). She noted enrollment continues to grow at the Macon Campus and the Groves Center is at capacity during the day. Completion of the new transition building will provide needed additional classroom space. Unduplicated headcount at the Campus increased 35 percent from fall 2007 to fall 2008 and five additional programs have been added to the first year offerings. Student usage of the Learning Assistance Center at the Campus continues to grow.

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

Vice President Burnette reviewed the Local Revenue Analysis (VI A 1-a) and State Current Expenditures (VI A 1-b) for the period ending September 30, 2008. The college has had to revert two percent of its budget and expects to revert an additional one to two percent. She anticipates a total reversion of three to four percent. The college's recent designation as an exceptional college entitled it to receive a significant monetary contribution from the System Office. However, that amount will be reduced due to the community college budget situation.

Ms. Burnette presented the Budget Transfers (VI A 2-a), Budget Request (VI A 2-b), Policy 4.26- Conflict of Interest (VI A 2-c), 403 (b) Plans (VI A 2-d) and Policy 7.21 - Optional Fees (VI A 2-e) for approval.

Mr. Holt made a motion that the Budget Transfers, Budget Request, Policy 4.26 - Conflict of Interest, 403 (b) Plans and Policy 7.21 - Optional Fees be approved. Mr. Hooper seconded the motion which carried unanimously.

Ms. Burnette reported the results of the college's recent equipment audit. The audit report did not reflect any losses during the audit period. The college also had an exception free financial audit for the fiscal year ending June 30, 2007.

#### **EXECUTIVE COMMITTEE**

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

Mr. Hooper, representing the Nominating Committee, reported that it was the recommendation of the Committee that the terms of officers Conrad Burrell as Chairman, Pete Penland as Vice Chairman and Cecil Groves as Secretary be extended for another year.

Mr. McMahan made a motion that Conrad Burrell as Chairman, Pete Penland as Vice Chairman and Cecil Groves as Secretary be approved as officers of the Board of Trustees for the 2008-09 year. Mr. Sutton seconded the motion which carried unanimously.

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

The next quarterly Board of Trustees meeting is scheduled for Tuesday, January 27, 2009.

The meeting adjourned at 6:30 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