

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

**July 31, 2012 – SCC Campus**

**Attending:**

Trustees

Terry Bell

Conrad Burrell

Vance Davidson

Dewayne Elders

Paul Holt

Libby Knight

Pete Penland

Brenda Oocumma

Tracie Rice

Jerry Sutton

Lambert Wilson

Kate Welch

College Staff

Don Tomas

Nan Coulter

Janet Burnette

Guest

Gary Shields

Delos Monteith

Chuck Reece

Ryan Schwiebert

Phil Weast

The Board of Trustees of Southwestern Community College (SCC) met for its regular quarterly meeting on July 31, 2012.

Chairman Terry Bell called the meeting to order at 5:15 pm and read the ethics statement.

Mr. Paul Holt made a motion to approve the minutes of the quarterly meeting of April 24, 2012.

Mr. Conrad Burrell seconded the motion, which carried unanimously.

**PRESIDENT'S REPORT**

Dr. Don Tomas thanked the Board for rescheduling the July 2012 Board of Trustees meeting to this evening to accommodate his attendance at the North Carolina Association of Community College Presidents' quarterly meeting July 23 – 26 in Elizabeth City, NC.

Dr. Tomas gave a brief update on the Burrell Building, and reported that a committee has been formed to organize and execute the building dedication. The committee is chaired by Kathy Posey, the Institutional Development Associate.

Dr. Tomas updated the Board on the TWSA construction project at the entrance of the Jackson campus. The project was on hold for several weeks awaiting the delivery and installation of a piece of custom equipment, and work has now resumed. The project is back on schedule and should be completed prior to the start of the fall term.

## **CURRICULUM AND STUDENT SERVICES COMMITTEE**

Chairman Bell asked Ms. Kate Welch to report on the Curriculum and Student Services Committee, and in Dean Sonja Haynes' absence, Ms. Welch called upon Dr. Tomas to distribute and discuss the Continuing Education enrollment activity/enrollment update for Spring 2012.

Following the Continuing Education report, Ms. Welch asked Dr. Phil Weast to report on behalf of Vice President Thom Brooks on Instructional and Student Services. Mr. Holt inquired about the current enrollment status, and Dr. Tomas responded that the administration is optimistic that enrollment has increased over this time last year, based on current numbers. Dr. Weast reported on the renewed certification of the Basic Law Enforcement Training Program and the renewed grant for the SCC Upward Bound Program, and distributed a current issue of the Upward Bound newsletter.

Dr. Weast introduced a proposed update to Policy 6.05 – Financial Aid Services Policy and asked the Board to approve the revised policy. Following discussion on the proposed policy change, Mr. Vance Davidson made a motion to approve the policy as revised, and the motion, which was seconded by Mr. Conrad Burrell, passed unanimously. This concluded the report and action items of the Curriculum and Student Services Committee.

## **FINANCE AND CAMPUS IMPROVEMENT COMMITTEE**

Mr. Bell then asked Mr. Holt to give the report of the Finance and Campus Improvement Committee. Mr. Holt called upon Executive Vice President and Chief Financial Officer Janet Burnette to report on Business Services.

Ms. Burnette reviewed the Local Revenue Analysis and State Current Expenses for the period ending June 30, 2012 (V.A.1.a, V.A.1.b), and reported on the State Audit process. Ms. Burnette also gave an update on a possible change in college legal counsel, as well as a facilities update. Ms. Burnette announced that Follett has begun setting up in the new bookstore space in the Burrell Building, with inventory arriving daily. Ms. Burnette asked Mr. Chuck Reece to distribute a rendering of the construction plaque to be mounted in the entrance foyer of the Burrell Building, and asked the Board to review the rendering for accuracy and provide feedback.

Ms. Burnette presented and reviewed the Budget Transfers (V.A.2.a). Mr. Melvin "Pete" Penland made a motion to approve the Budget Transfers. Mr. Jerry Sutton seconded the motion which carried unanimously.

Ms. Burnette presented the proposed Annual Local Budget (V.A.2.b) for Fiscal Year 2012-2013 for review. Mr. Holt made a motion to approve the proposed Annual Local Budget. Mr. Sutton seconded the motion which carried unanimously.

Mr. Holt then called upon Vice President Ryan Schwiebert to report on Information Technology/Communications. Dr. Schwiebert provided an update on the migration of faculty and staff email from Group Wise to Gmail. The IT department has replaced more than 100 PCs during the past fiscal year as part of the College's routine maintenance and replacement schedule, and anticipates replacing the same number over the next fiscal year. The IT department has begun migrating PC users away from Windows XP to Windows 7, and from Novel Directory to Active Directory. The Burrell Building and other Jackson campus buildings have been upgraded with a new wireless infrastructure that improves security and expands wireless access to more users across the campus. Dr. Schwiebert reported that some phones have been installed and connected in the Burrell Building faculty offices, and two new laptop carts for instructors will be tested and evaluated this fall for possible integration.

## **VISION 2017**

Mr. Bell asked Institutional Research and Planning Officer Delos Monteith to report on the Vision 2017 Steering Committee. Mr. Monteith presented a report on the 8 Goals, 36 Initiatives and 135 Strategies developed by the steering committee and its workgroups for charting the course of the College over the next 5 years.

Mr. Monteith distributed a printed report detailing the information above, and asked the Board to endorse the revised Goals, Initiatives and Strategies. Mr. Holt moved that the revised Goals, Initiatives and Strategies be endorsed as drafted, and Mr. Burrell seconded the motion, which passed unanimously. Mr. Bell thanked Mr. Monteith for his leadership of and contributions to the Vision 2017 project.

Mr. Monteith then reported on the results of the Performance Measurements from the System Office. SCC is one of only 16 institutions achieving Exceptional Status across the 58 state community colleges, and this is the 5<sup>th</sup> time in 6 years that SCC has achieved that distinction.

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

## **OTHER BUSINESS**

Dr. Tomas announced that the North Carolina Association of Community College Trustees Annual Leadership Training Seminar will be held September 5 through 7 in Asheville, and all Trustees are invited to attend. Ms. Nan Coulter has already registered and made hotel reservations for those Board members planning to attend. Dr. Tomas also announced that the Association of Community College Trustees will hold their Annual Congress this year from October 10 through 13 in Boston, and all Trustees are also invited to attend this event.

Under Action Items, Dr. Tomas requested that the Board consider establishing recurring meeting days for the Curriculum and Finance Committees of the Board. After discussion, Mr. Sutton made a motion for the Board to adopt the 2<sup>nd</sup> Tuesday of the first month of each quarter as the standing meeting day for the Curriculum Committee, and the 2<sup>nd</sup> Wednesday of the first month of each quarter as the standing meeting day for the Finance Committee, with both meetings starting at 12 PM. The motion was seconded by Mr. Penland and was approved unanimously by the Board.

Dr. Tomas asked the Board to consider rescheduling the October 2012 quarterly meeting to either October 16 or October 30 to allow Ms. Burnette to be able to attend the Board meeting. Ms. Burnette has an out-of-town meeting on October 23 which conflicts with the current Board meeting schedule. Following discussion, Mr. Holt made a motion to reschedule the October 2012 Board meeting from October 23 to October 30. Mr. Sutton seconded the motion, which passed unanimously.

## **EXECUTIVE COMMITTEE**

Mr. Bell appointed Mr. Burrell, Mr. Sutton and Ms. Welch to serve as the Nominating Committee of the Board for the current year, and opened the floor to nominations to this committee. No other nominations were forwarded, and the Nominating Committee will meet during the quarter and report back at the October 30 Board meeting.

Chairman Bell moved the Board of Trustees into Executive Session at 6:25 PM for the purpose of discussing real property and personnel matters in accord with G.S. 143-318-11. The Board entered Executive Session at 6:25 PM.

The Board returned from Executive Session at 6:47 PM.

Mr. Paul Holt made a motion in open session to accept the North Carolina Department of Transportation's offer of \$815,900 to purchase parcels of land from Southwestern Community College for completion of the R5000 road project, and retain ownership of two small tracts of

land adjacent to the project. Mr. Pete Penland seconded the motion, which carried. Mr. Conrad Burrell recused himself from voting.

Mr. Bell then asked from a motion from the Board to approve an increase in Dr. Tomas' salary to \$140,000 per year. Mr. Burrell made the motion to approve the increase, and Mr. Davidson seconded the motion, which was approved unanimously.

The next meeting will be held on October 30<sup>th</sup>, 2012.

Mr. Sutton made a motion to adjourn the meeting. Mr. Penland seconded the motion which carried unanimously.

The meeting adjourned at 6:50 pm.

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Terry Bell, Chairman  
Board of Trustees

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Don Tomas, Secretary  
Board of Trustees