

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

October 30, 2012 – SCC Campus

Attending:

Trustees

Terry Bell	Pete Penland
Conrad Burrell	Brenda Oocumma
Dewayne Elders	Jerry Sutton
Paul Holt	Kate Welch
Libby Knight	

College Staff

Don Tomas	Krysta Cooper
Nan Coulter	Sonja Haynes
Greg Bauguess	Chuck Reece
Thom Brooks	Ryan Schwiebert
Janet Burnette	

The Board of Trustees of Southwestern Community College (SCC) met for its regular quarterly meeting on October 30, 2012.

Prior to the start of the meeting, Gary Shields was sworn in by Jackson County Clerk of Court Ann Melton as a reappointed member of the Board of Trustees.

Chairman Terry Bell called the meeting to order at 5:04 pm and read the ethics statement.

Mr. Holt made a motion to approve the minutes of the quarterly meeting of July 31, 2012. Mr. Burrell seconded the motion, which carried unanimously.

PRESIDENT'S REPORT

Dr. Don Tomas gave brief updates on the Department of Transportation R5000 project, the SCC presentation at the Association of Community College Trustees' Annual Congress, and the North Carolina Community College System's Political Action Committee. He also reported on the Swain County High Tech Training Center dedication, and said that Dean Sonja Haynes is currently working on developing training programs there for state and county judicial employees. Dr. Tomas also invited the Trustees to the college's Shocktober Fest event on October 31.

Mr. Bell complimented Dr. Thom Brooks and Ms. Cheryl Contino-Conner on their presentation at the ACCT Annual Congress on SCC's Honors Program, stating all Trustees would have been proud of the presentation.

Dr. Tomas updated the Trustees on the status of the SCC Cherokee Center located in the Cherokee Boys Club building on the Qualla Boundary. The Tribal Council has informed the

Boys Club the EBCI will no longer pay the rent on the facility; therefore, SCC is in the process of relocating the employees.

Dr. Tomas stated that the college hopes to utilize a portion of the money paid by the NCDOT for college land to develop a Facility Master Plan for the entire college.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Chairman Bell asked Ms. Kate Welch to report on the Curriculum and Student Services Committee. Dean Sonja Haynes distributed and discuss the Continuing Education enrollment activity/enrollment update for Summer 2012.

Ms. Haynes also reported that Dr. Brooks, Ms. Darlene Anderson, Education Opportunities Director and herself wrote and submitted a Return to Work grant proposal on behalf of SCC. The Return to Work grant was established to financially assist those workers unemployed for 26 or more weeks to train for new careers. SCC was awarded the grant, and a portion of the funds awarded will be used to establish table game dealer training and beverage hospitality training in cooperation with Harrah's Cherokee Casino.

Following the Continuing Education report, Ms. Welch asked Vice President Thom Brooks to report on Instructional and Student Services.

Dr. Brooks reviewed the Fall 2012 enrollment report (V.B.1.a) and reported on the Program Audit. This year's Audit was very good, with no exceptions, no fines and a note of concern on only one student's record.

Dr. Brooks reported on the SCC presentations delivered at the NCCCS Annual Conference and ACCT Annual Congress. SCC gave nine presentations at NCCCS, and the presentations were well-received on the state and national level.

Dr. Brooks presented Policy 8.22 – College Calendar 2013-2014 for review and approval. Mr. Sutton moved to approve the proposed College Calendar, which was seconded by Mr. Burrell and passed unanimously. Dr. Brooks then presented a proposed revision to Policy 6.05 – Financial Aid Services Policy to correct some language. Ms. Welch moved to approve the proposed revision, and Mr. Elders seconded the motion, which carried unanimously.

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 September 30, 2012 (VI.A.1.a, VI.A.1.b), and gave a facilities update.

Ms. Burnette reported on the proposed changes to the state funding formula.

Ms. Burnette presented and reviewed the College Budget for Fiscal Year 2012-2013 (VI.A.2.a). Mr. Holt made a motion to approve the proposed College Budget. Mr. Penland seconded the motion which carried unanimously.

Mr. Holt and Mr. Burrell posed questions regarding equipment, convenience and costs for the catering kitchen in the Burrell Building. Following discussion, Dr. Tomas stated that SCC will investigate the costs and requirements of adding a dishwasher and will report back at the next meeting.

Ms. Burnette then presented and reviewed the proposed Budget Transfers (VI.A.2.b). Mr. Burrell made a motion to approved the proposed Budget Transfers, which was seconded by Mr. Holt and carried unanimously.

Ms. Burnette presented and reviewed a proposed revision to Policy 4.39 – Voluntary Shared Leave. Mr. Holt made a motion to approve the proposed revision. The motion was seconded by Mr. Sutton and passed unanimously.

Mr. Holt then called upon Vice President Ryan Schwiebert to report on Information Technology/Communications. Dr. Schwiebert reported that the IT department has replaced 150 PCs, with 50 more scheduled for replacement prior to the end of the semester. Dr. Schwiebert also reported on the installation of Windows 7 and the migration to Active Directory. The wireless internet project has been completed on the Jackson and Swain campuses, and most of the Macon campus with the exception of the Macon Annex. IT will distribute a survey to users to gauge effectiveness and results. Dr. Schwiebert reported that the audio/visual project in the Burrell Building should be completed in November 2012.

VISION 2017

Mr. Bell asked Dr. Tomas to report on Vision 2017 in the absence of Institutional Research and Planning Officer Delos Monteith. Dr. Tomas reported that the Vision 2017 project is and will remain an active and on-going effort.

EXECUTIVE COMMITTEE

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

ELECTION OF OFFICERS FOR 2012-2013

Mr. Sutton reported that the nominating committee consisting of Mr. Burrell, Ms. Welch and himself recommends to keep the current officers of the Board of Trustees in place. Mr. Sutton then asked for any nominations from the floor. Having received no new nominations, Mr. Sutton ceased the nominations and requested a motion to approve the reelection of the current officers for the upcoming year. Mr. Penland made the motion, which was seconded by Mr. Sutton and carried unanimously.

OTHER BUSINESS

Dr. Tomas introduced Mr. Greg Bauguess, Executive Director of Institutional Advancement and Foundation, and Ms. Krysta Cooper, Director of Marketing and Communications. Mr. Bauguess gave a brief report on the SCC Foundation and the Title III Grant Challenge. He stated the Foundation Board is fully committed to the campaign goals and has begun making personal financial commitments of gifts. Mr. Bauguess alerted the Trustees that he will ask for their help in identifying potential donors.

Under Action Items, Dr. Tomas thanked the Trustees for agreeing to hold this meeting on October 30 to accommodate Ms. Burnette's schedule, and requested the Trustees consider rescheduling the April 2013 quarterly meeting to either April 16 or April 30, due to a scheduling conflict with the annual meeting of the American Association of Community Colleges, where SCC will make a presentation. Following discussion, Mr. Sutton made a motion to reschedule the April 2013 Board meeting from April 23 to April 30. Mr. Burrell seconded the motion, which passed unanimously.

Mr. Sutton reported that he has heard comments about SCC's use of the Macon Annex, and suggested that SCC may need to make other facility arrangements if the college is not utilizing the facility as promised.

The next meeting will be held on January 22nd, 2013.

Mr. Burrell made a motion to adjourn the meeting. Ms. Welch seconded the motion which carried unanimously.

The meeting adjourned at 5:47 pm.

Terry Bell, Chairman
Board of Trustees

Don Tomas, Secretary
Board of Trustees