

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

**April 30, 2013 – SCC Campus**

**Attending:**

Trustees

Terry Bell	Libby Knight
Conrad Burrell	Pete Penland
Vance Davidson	Gary Shields
Dewayne Elders	Jerry Sutton
Paul Holt	Kate Welch

College Staff

Don Tomas	Johnathan Dean
Nan Coulter	Sonja Haynes
Greg Bauguess	Delos Monteith
Thom Brooks	Chuck Reece
Janet Burnette	Ryan Schwiebert

The Board of Trustees of Southwestern Community College (SCC) met for its regular quarterly meeting on April 30, 2013.

Chairman Terry Bell called the meeting to order at 5:05 pm and read the Ethics and Conflict of Interest statement. Ms. Welch stated that she would recuse herself for voting on item VII.A.2.b due to a potential conflict of interest.

Mr. Sutton made a motion to approve the minutes of the quarterly meeting of January 22, 2013 and the Special Called Meeting of April 8, 2013. Mr. Burrell seconded the motion, which carried unanimously.

**PRESIDENT'S REPORT**

Dr. Don Tomas thanked the Board for rescheduling the April quarterly meeting to give him the opportunity to attend the American Association of Community College's 2013 Annual Conference in San Francisco the previous week. Dr. Thom Brooks and Ms. Cheryl Contino-Conner also attended the conference and gave an excellent presentation on developing a community college honors program.

Dr. Tomas updated the Trustees on the recent NCAACCP meeting he attended in New Bern, and gave an overview of pending state legislation of particular interest to North Carolina's Community Colleges. Four bills are pending before the General Assembly that will impact SCC if passed: HB 903 (an articulation agreement between NC community colleges and UNC universities); HB 754 (providing opportunities for community colleges to lease or purchase property); HB 937 (permits individuals with concealed weapons carry permits to store a gun in a

locked container within a locked vehicle on community college campuses); and SB 703 (repeals tobacco-free policies on state property, including community college campuses, and prohibits state agencies from designating smoking areas on their property).

Dr. Tomas informed the Board that the College will be installing a temporary College sign at the Highway 116 entrance of the Jackson campus until a permanent replacement sign has been designed and installed to replace the sign that was demolished by a motorist in December 2012. The Graphic Arts and Advertising program will help design the permanent sign, which will be previewed to the Board, faculty, staff and students for feedback prior to choosing a final design.

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

Chairman Bell asked Ms. Welch to report on the Curriculum and Student Services Committee. Dean Sonja Haynes reviewed and discussed the Fall 2012 Continuing Education enrollment Report.

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

Dr. Brooks announced that the Spring Commencement exercises will be held on Tuesday, May 7 at 5 PM and 7:30 PM. SCC has a record number of graduates this year, and the number of Commencement participants is up 15%. All Board members were invited to attend, but were asked to please RSVP to Nan Coulter due to the large number of guests expected to attend the exercises.

Dr. Brooks distributed a variety of publications from Student Support Services for the Board's information.

Dr. Brooks presented a proposal to offer a two-year Occupational Therapy Assistant program at SCC (IV.B.2.a.). Following discussion, Mr. Shields moved to approve a planning study to investigate and develop the OTA program. The motion was seconded by Mr. Holt and passed unanimously.

Dr. Brooks then presented proposed Policy 3.35 – Publication Guidelines (IV.B.2.b.), proposed Policy 5.14 – Distance Learning Course Development (IV.B.2.c.) and proposed revision to Policy 6.07 – Admissions Policy (IV.B.2.d.) for review and approval. Mr. Penland moved to approve the proposed policies and revisions, and Mr. Burrell seconded the motion, which carried unanimously.

## **FINANCE AND CAMPUS IMPROVEMENT COMMITTEE**

Chairman 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 March 31, 2013 (V.A.1.a and V.A.1.b.).

Ms. Burnette reported that the 2011-2012 Financial Audit is complete and the College has received the Audit Report from the System office (V.A.1.c.). Ms. Burnette announced that there were no findings of concern in the Audit Report but note was made of some class changes due to construction. The SCC Financial Audit was clean.

Ms. Burnette then reported on the temporary and permanent signs to replace the demolished sign on the Jackson campus, referred earlier by Dr. Tomas in his report. The College has received a settlement offer from the insurance company of the motorist who struck and demolished the College sign on Highway 116 in December 2012 of \$25,000. The College's legal counsel will investigate if additional monies are available from the insurance company before deciding to accept the settlement. Mr. Holt objected to using the College's legal counsel to negotiate the settlement, noting that the current legal counsel's ability to advise the College on legal matters pertaining to higher education was unquestioned, but advised the College that the matter of the insurance settlement should be handled by experts in insurance law. Mr. Penland advised Ms. Burnette to research the College's insurance through the NCCCS, which she agreed to do. Mr. Holt also advised Ms. Burnette to obtain a copy of the driver's policy from his insurance carrier. Ms. Burnette said that the permanent sign project will also include a similar sign for the Macon campus.

Ms. Burnette announced that Bowers Ellis and Watson had been selected as the designers for the Macon Facility Master Plan project at the Special Called Board of Trustees Meeting on April 8, 2013 at the Macon campus.

Ms. Burnette reported that the College is working with the State Construction office on the Founders Hall expansion project. She advised that the Founders Hall project would be separated from the Burrell Building project in order to best utilize the bond money, and the parking lot and fire hydrant projects would be separated as well. The College will need to advertise and select a designer for the Founders Hall project, and the Pre-Design Selection Committee will need to schedule a meeting to review RFPs. This change in funding will delay the project approximately 60 days.

Ms. Burnette presented and reviewed the Budget Transfers (V.A.2.a), Annual Local Budget Request (V.A.2.b.), Annual College Budget Request (V.A.2.c.), Small Balance Accounts Receivable Write-Off Requests (V.A.2.d.) and Policy 7.25 – Bookstore Operations (V.A.2.e.). Following discussion, Mr. Burrell moved to accept and approve items V.A.2.a through V.A.2.e. The motion was seconded by Mr. Davidson and passed unanimously.

Ms. Burnette then presented the following for review and discussion. These proposed revisions to the policies and procedures listed below were suggested by the College's legal counsel to structure and reorganize the College's Policies and Procedures Manual and to ensure content consistency.

- V.A.2.f. Policy 4.1.1 – Equal Employment Opportunity
- V.A.2.g. Policy 4.1.2 – Employment and Hiring
- V.A.2.i. Policy 4.1.3 – Workload - Faculty
- V.A.2.j. Policy 4.1.4 – Workload – Non-Instructional Personnel
- V.A.2.l. Policy 4.1.5 – Employee Salary Plan
- V.A.2.m. Policy 4.1.6 – Re-Employment of Retired State Employees
- V.A.2.n. Policy 4.1.7 – Nepotism-Employment of Relatives
- V.A.2.o. Procedure 4.13.1 – Drug-Free Workplace (provided for informational purposes)
- V.A.2.p. Policy 4.31 – Secondary Employment
- V.A.2.q. Policy 7.02 – Tuition and Fees
- V.A.2.r. Policy 7.21 – Optional Fees
- V.A.2.s. Policy 7.23 – Specific Fees

Following review and discussion, Mr. Holt made a motion to approve the proposed revisions detailed in items V.A.2.f. through V.A.2.s. The motion was seconded by Mr. Penland and was passed unanimously.

Mr. Holt then called upon Vice President Ryan Schwiebert to report on Information Technology/Communications. Dr. Schwiebert updated the Board on upgrading the College's system firewall and the Active Directory migration project. He reported that the College had recently hired a new database manager and hopes to hire a new system administrator in the near future.

Chairman Bell then called Institutional Research and Planning Officer Delos Monteith to report on his department. Mr. Monteith reviewed the findings of the recent SENSE survey administered to classes whose population is predominantly comprised of first-year students. Mr. Monteith said that the Student Success Committee will use the data from the survey to improve retention and student satisfaction. Mr. Monteith also reported that the results of the CCSSE

surveys will be completed and a report prepared for the July 2013 Board meeting. Mr. Monteith concluded with an overview of the results of the recent Faculty-Staff Survey of College Services.

## **EXECUTIVE COMMITTEE**

Under Action Items, Mr. Davidson made a motion that the Additions to Full-Time Employee List (VII.A.1.a.) be approved, which was seconded by Mr. Burrell and passed unanimously. Mr. Sutton made a motion that the Reemployment of Full-Time Employees List (VI.A.1.b.) be approved, which was seconded by Mr. Shields and was passed unanimously. Mr. Davidson made a motion to approve the Additions to Part-Time Employees List (VII.A.2.a.), which was seconded by Mr. Elders and carried unanimously. Mr. Penland made a motion to approve the Reemployment of Part-Time Employees List (VII.A.2.b.), which was seconded by Mr. Holt. Ms. Welch recused herself from the vote due to a potential conflict of interest. The motion was passed unanimously.

## **PRESIDENTIAL EVALUATION**

Chairman Bell reported that he had received the Presidential Evaluations from all Board members. Mr. Bell has reviewed the results with Dr. Tomas, and the Trustees unanimously rated Dr. Tomas' performance as excellent. The original evaluations and a confirming letter will be mailed to the System Office on May 1, 2013.

## **OTHER BUSINESS**

Chairman Bell began a discussion on the Title III Grant Campaign, known formally as the Student Success Campaign, being undertaken by the Foundation Board of Directors. Mr. Bell expressed the importance of each Trustee supporting this campaign, both officially and personally. Mr. Bell requested 100% participation in giving to the campaign by the Board of Trustees, asking each to make a private, personal decision on the amount they wish to give. The amounts of the pledges and gifts will remain confidential, but Mr. Bell will be advised of the identity of those Trustees who make pledges and gifts to the campaign. Mr. Bell then distributed pledge forms with envelopes pre-addressed to the SCC Foundation to each Trustee and requested that the pledge forms be completed and mailed in the pre-addressed envelope by May 10, 2013. All gifts to the Student Success Campaign must be received by September 30, 2014 to qualify for the matching grant, but the Foundation will continue the campaign through 2015, hoping to ultimately achieve their goal of \$1,000,000. Mr. Davidson and Mr. Burrell voiced their support of the campaign and encouraged the other Trustees to do the same. Mr. Shields questioned how, in light of possible upcoming changes to the membership of the Board of Trustees, new Trustees will be approached regarding this expectation to pledge and give to the Student Success Campaign. Mr. Holt said that new Trustees would be advised of this expectation in advance, and

it should be included in the New Trustee orientation procedure. Mr. Holt stated that he wants 100% participation from this current Board of Trustees. Mr. Bell instructed Ms. Coulter to send a letter to the absent Trustees on May 1, 2013 notifying of them of expected Board support of the Student Success Campaign, along with a pledge form and a pre-addressed envelope. Mr. Bell also instructed Ms. Coulter to contact the Trustees on May 6, 2013 with a reminder to return their completed pledge forms by May 10.

Mr. Bell announced that the next quarterly Board of Trustees meeting will be held on July 23, 2013.

With no other business before the Board, Mr. Burrell made a motion to adjourn the meeting. Mr. Sutton seconded the motion which carried unanimously.

The meeting adjourned at 6:15 pm.

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Terry Bell, Chairman  
Board of Trustees

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Don Tomas, Secretary  
Board of Trustees