

**MINUTES OF THE BOARD OF TRUSTEES BI-MONTHLY MEETING**  
**Southwestern Community College**

**May 25, 2021 – SCC Jackson Campus**

**Attending:**

Trustees

Sue Bartlett  
Vance Davidson  
Jean Ellen Forrister  
Ken Henke  
Jeremy Hyatt  
Luke D. Hyde

Mark Jones  
Beth Lofquist  
Cory McCall  
Brett Rogers  
Lambert Wilson

College Staff

Don Tomas  
Thom Brooks  
William Brothers  
Nan Coulter  
Tyler Goode

**Absent**

Jeff Cloer, Caroline Coffey, Gary Shields

**Guest**

Erin McCully

The Board of Trustees of Southwestern Community College (SCC) met for their bi-monthly meeting on May 25, 2021 in the Charles Siler Slagle Board Room of the Conrad G. Burrell Building on the Jackson campus, and virtually via Google Meet, with Mr. McCall and Mr. Rogers attending remotely.

**CALL TO ORDER**

Chairman Lambert Wilson called the meeting to order at 5:11 p.m. and read the Conflict of Interest Statement. A quorum was present for the meeting.

**PREVIOUS MEETINGS' MINUTES**

Mr. Wilson asked for a motion to approve the minutes of the Board of Trustees Meeting of March 23, 2021. Mr. Hyde made a motion to approve the minutes as presented, and Dr. Lofquist seconded the motion, which passed unanimously.

**PRESIDENT'S REPORT**

Dr. Tomas introduced Erin McCully, E-Learning Specialist at SCC, who later joined Tyler Goode in making a presentation to the Board on behalf of the SCC Culture Committee.

Dr. Tomas gave an update on the status of the state budget and funding requests to the North Carolina General Assembly, and briefed the Board on the Governor's Long Leaf Commitment, providing community college tuition support for high school seniors graduating in 2021 and Higher Education Emergency Relief Fund (HEERF) American Rescue Plan (ARP) tuition assistance (HEERF III).

Dr. Tomas reported to the Board on the College's 2021 Faculty and Staff Appreciation Week festivities, the Spring 2021 Graduation ceremonies, and Cyber Analyst Vicki Holzkecht's participation in a higher education cyber security panel discussion hosted by the US Department of Homeland Security.

## **CURRICULUM AND STUDENT SERVICES**

Interim Curriculum and Student Services Chairwoman Ms. Jean Ellen Forrister asked Dr. Thom Brooks, Executive Vice President for Instruction and Student Services to report on Curriculum and Student Services.

Dr. Brooks reported to the Committee that the College has received the results of the 2018-2019 Program Compliance Review. The auditor found no issues and commended the College on its excellent procedures.

Dr. Brooks also reported on GEER, the Governor's Emergency Education Relief Fund for Workforce and Continuing Education, changes to Procedure 6.03.02.01 – Discipline and Appeal Procedure for Academic-Related Violations, and the contributions of the Nursing faculty and students in the regional COVID-19 clinics; WCU gave the Nursing Program a Community Service Award for their assistance with their COVID-19 vaccine clinic.

Under Action Items, Dr. Brooks reviewed the Workforce Continuing Education Accountability and Integrity Plan with the Committee, and presented a proposed change to Policy 6.01.01 – Admissions.

Following review and discussion, Ms. Forrister made a motion to approve the Workforce Continuing Education Accountability and Integrity Plan and the proposed revision to Policy 6.01.01 as presented, which was seconded by Mr. Davidson and passed unanimously.

## **FINANCE AND CAMPUS IMPROVEMENT**

Mr. Hyde asked Vice President for Financial and Administrative Services William Brothers to give a report on Local Revenue Analysis and State Budget Expenditures. Mr. Brothers reported that both Local Revenue and Budget Expenditures are tracking on target for the year.

Under Action Items, Mr. Brothers presented the Budget Allocations and Transfers for review and discussion. Following discussion, Mr. Hyde made a motion to approve the Budget Allocations and Transfers, which was seconded by Mr. Jones and passed unanimously.

## **FACILITY UPDATE**

Mr. Brothers gave an update on Facilities, reporting on the status of the Health Sciences building construction, the Fire Rescue Training Facility, and the Firing Range. The 2<sup>nd</sup> and 3<sup>rd</sup> floors of the Health Sciences building are nearly completed, and the furniture will be arriving on campus by the end of May. The Firing Range project is 98% complete and the College is waiting on final installation of the target system and the trees surrounding the range. The leases for the Fire Rescue Training Facility and the Franklin Armory have been approved by all parties, and the FRTF designer has been out to inspect the site for design revisions.

## **EXECUTIVE COMMITTEE**

Mr. Wilson announced that the Board will receive the annual Board Self-Evaluation this week from Ms. Coulter, and the deadline for completion and submission is June 7. He reminded the Board that the SCC Foundation Boots, Blue Jeans and Bling Gala is September 11, and the Trustees will be sponsoring a table this year for the event. He asked each Trustee to show their support of the students, College and Foundation by purchasing a seat at the table.

Under Action Items, Mr. Wilson presented the Full Time and Part Time Employees Lists for review and approval. Following review, Dr. Lofquist made a motion to approve the Full Time and Part Time Employee Lists which was seconded by Ms. Forrister and passed unanimously.

Mr. Wilson informed the Board that new officers will be nominated and voted on at the July 27, 2021 meeting for the upcoming year. He appointed Mr. Cloer, Mr. Hyde, and Mr. Jones to serve as this year's Nominating Committee, with Mr. Jones as Committee Chair, and asked them to report back at the July 27 meeting.

## **OTHER BUSINESS**

Under Information Items, Tyler Goode and Erin McCully gave the Board a presentation on the recently formed SCC Culture Committee. Following the presentation, Mr. Hyde made a motion for the Trustees to fully endorse and support SCC's culture of open doors, which was seconded by Mr. Davidson and passed unanimously.

Under Action Items, Mr. Wilson asked the Board to consider dates in October for the upcoming Health Sciences Center ribbon-cutting and open house, and the SCC Board of Trustees retreat. Following discussion, Mr. Davidson made a motion to schedule the Health Sciences Center event on October 1, 2021 and the Board Retreat on October 22. Mr. Hyde seconded the motion, which passed unanimously.

### **CLOSED SESSION**

Mr. Wilson announced the need for the Board to go into Closed Session in accordance with N.C.G.S. 143-318.11 (6). Mr. Jones made a motion to enter into Closed Session, which was seconded by Mr. Hyde and approved unanimously. The Board entered into Closed Session at 6:32 p.m.

The Board returned to Open Session from Closed Session at 6:36 p.m. without having taken any action.

Mr. Davidson made a motion to extend Dr. Tomas' employment contract by one year, which was seconded by Mr. Hyde and passed unanimously. At this time, Dr. Tomas expressed his deep appreciation to the Board for this contract extension.

With no other business before the Board, Mr. Jones made a motion to adjourn the meeting. Mr. Hyde seconded the motion, which passed unanimously. The meeting adjourned at 6:39 p.m.

---

Lambert Wilson, Chairman  
Board of Trustees

---

Don Tomas, Secretary  
Board of Trustees