

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

**January 26, 2016 – SCC Jackson Campus**

**Attending:**

Trustees

Terry Bell  
Conrad Burrell  
Jean Ellen Forrister  
Karl Gillespie  
Paul Holt

Libby Knight  
Mark Jones  
Gary Shields  
Lambert Wilson

College Staff

Don Tomas  
Thom Brooks  
Nan Coulter  
Tyler Goode  
Cliff Stalter

Guests:

Chad Donnahoo, Mitch Fischer, Diane Page, Joseph Spencer

**Absent**

Jeff Cloer  
Vance Davidson  
Jeremy Hyatt  
Ciara Payne

The Board of Trustees of Southwestern Community College (SCC) met for its regular quarterly meeting on January 26, 2016 in the Charles Siler Slagle Board Room of the Conrad Burrell Building on the Jackson campus.

Chairman Terry Bell called the meeting to order at 5:05 pm and read the Ethics and Conflict of Interest statement.

**PREVIOUS MEETINGS' MINUTES**

Mr. Bell asked for a motion to approve the minutes of the quarterly meeting of October 27, 2015 and the Special Called Meeting of November 12, 2015. Mr. Holt made a motion to approve the minutes as presented, and Mr. Burrell seconded the motion, which carried unanimously.

**PRESIDENT'S REPORT**

Dr. Tomas introduced Mr. Chad Donnahoo, partner at Campbell Shatley, the College's legal counsel, to give an update on the remediation of damage to the Balsam Building on the Jackson Campus caused by the NC Department of Transportation's R5000 project. Mr. Donnahoo attended a meeting on January 20 with representatives of the DoT and the project contractor

DeVere to review the damage and get a status update. Campbell Shatley has arranged for an independent engineering firm, H2L in Greenville, SC, to evaluate the damage and recommend a remediation plan. The building is safe for use and occupancy. Mr. Donnahoo will keep the Board apprised of progress and bring forward any matters requiring Board action.

Dr. Tomas reported on the status of the grants projects in Institutional Development. Since the last Board of Trustees meeting, the College has received a \$5,500 grant from the Community Foundation of Western North Carolina for the SCC Small Business Center's Appalachian Farm School, and a \$100,000 grant from the Cannon Foundation for renovation of the Health Sciences simulation lab. The project will create two simulated hospital exam/triage rooms, a nurse's station and waiting area in the Balsam Building. The total SCC grant awards for FY 2015-2016 to date is \$3,721,163.04. Other grants under review or in development are the GoldenLEAF Foundation Community Based Grantsmaking Initiative \$2,002,755.00, regional STEM grant, submitted 1/22/16, with a decision expected in March, and a grant from The Sunshine Lady Foundation of \$30,000 to support the Upward Bound program transportation and activity expenses. A letter of inquiry regarding full application was submitted 1/4/16 and Institutional Development is awaiting response.

Dr. Tomas gave a brief update on the SACSCOC Reaffirmation and Quality Enhancement Plan (QEP). The final report is currently in the review and edit process and is due to SACSCOC on March 1. The response from the Off-Site Team will be received within 6 weeks of submission, and the College will respond to the findings at the same the final QEP is submitted in August. The On-Site visit with the SCASCOC review team will take place in October, during which time all reports for reaffirmation and the QEP will be reviewed.

Dr. Tomas reported on the recent Workforce Development Institute conference he attended in New Orleans. He received a great deal of information on numerous resources for Workforce Development and will engage Jason Lambert, the new Dean of Workforce Innovation and Economic Development, and the new Director of Industry Training once he or she is hired.

Dr. Tomas distributed a brochure from the SCC Foundation on the March To A Million Student Success Campaign. More information will be forthcoming in the months ahead. Dr. Tomas thanked the Trustees for their unqualified support of the Student Success Campaign.

Dr. Tomas spoke briefly about the Connect NC Bond, which he would address in greater detail later in the meeting.

## **CURRICULUM AND STUDENT SERVICES COMMITTEE**

Mr. Wilson asked Executive Vice President for Instruction and Student Services Dr. Brooks to report on Workforce Innovations and Instruction and Student Services.

Dr. Brooks introduced Dean of Health Sciences Mitch Fischer, Physical Therapist Assistant Program Coordinator/Instructor Diane Page and Physical Therapy Assistant Program student Joseph Spencer to the Board, and Dr. Page and Mr. Spencer spoke about the success of the Physical Therapy Assistant Program and Mr. Spencer's experiences as a student in the program.

Dr. Brooks announced that Jason Lambert has been hired as the new Dean of Workforce Innovation and Economic Development. Mr. Lambert comes to SCC from the Eastern Band of Cherokee Indians, where he served as Director of Economic Development.

Dr. Brooks gave an update on the 10-Year Reaffirmation process that SCC is undergoing for the Southern Association of Colleges and Schools Commission on Colleges. The Leadership Committee is in the process of completing the first milestone of the project – reviewing and editing the Compliance Report, which will be submitted in March 2016 to the Off-Site Review Committee.

Dr. Brooks made a preliminary report on the Spring 2016 enrollment. While headcount is slightly down, the FTE is higher than Spring 2015. Once the high school student enrollment is complete, Dr. Brooks predicted that the Spring 2016 enrollment numbers will be very close to the Spring 2015 numbers.

Dr. Brooks distributed the Tutor Review from Fall 2015 for the Trustees' information.

Dr. Brooks then presented the revisions to a policy outlined in Chapter 6 – Academic Progress of the College Policies and Procedures Manual. This policy is being revised to align SCC with the requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Dr. Brooks also presented Policy 5.02.03 and Policy 7.03.07 for required annual review.

Policy 5.02.03 – Accountability and Creditability Internal Audit Plan for Extension Education

Policy 6.02.04 – Academic Progress

Policy 7.03.07 – Self-Supporting Class

Mr. Burrell made a motion to approve the listed policies as proposed, which was seconded by Mr. Shields and passed unanimously.

## **FINANCE AND CAMPUS IMPROVEMENT COMMITTEE**

Chairman Bell then asked Vice President for Financial and Administrative Services Cliff Stalter to report on Business Services.

Mr. Stalter reviewed the Local Revenue Analysis and State Current Expenses for the period ending December 31, 2015 (VI.A.1.a and VI.A.1.b.). Mr. Stalter informed the Trustees that the NC Community College System requested a reversion back to the state of 0.75% of SCC's budget, which totals \$122,961. The reversion was requested due to declining enrollments and increasing tuition waivers. Mr. Stalter also reported on the College's unrestricted net assets, the 2014-2015 Financial Audit results and provided an update on Facilities. The Financial Audit and Single Federal Financial audits both received unqualified opinions (clean bills of health) and produced no audit findings.

Mr. Stalter discussed proposed changes to the State 457 retirement plan, and introduced proposed revisions to Policy 3.03.07 – Emergency Callout Stipend and Policy 4.010.02 – Employment and Hiring, as well as a request from the NCCCS for each college to donate 0.1% (\$7,000) of their proposed portion of the Connect NC Bond to the NCCCS to help pay for marketing and public relations campaigns to support passage of the Connect NC Bond.

Mr. Gillespie moved to approve the changes to the State 457 Plan, the proposed College policy changes and donation of \$7,000 to fund marketing and public relations for the Connect NC Bond, which was seconded by Mr. Shields and was unanimously approved.

Mr. Stalter presented the final Facility Master Plan for the Jackson and Swain campuses for review, discussion and approval by the Board. Mr. Lambert requested that LS3P correct all grammatical and punctuation errors in the Facility Master Plan as presented. Mr. Holt made a motion to approve the corrected Facility Master Plan, which was seconded by Mr. Burrell and passed unanimously.

The Board discussed various facility improvement scenarios contingent on the passage of the Connect NC Bond. No decisions were made at this time.

## **EXECUTIVE COMMITTEE**

Under Action Items, Mr. Holt made a motion that the Additions to Full-Time Employee List (VI.A.1.), Additions to Part-Time Employee List (VI.A.2.) be approved, which was seconded by Ms. Knight and passed unanimously.

## **PRESIDENT'S EVALUATION**

Mr. Bell reminded the Trustees that the President's Annual Evaluation and pre-addressed postage-paid envelopes was included in their Board Meeting packets, and the evaluations are due back to him by March 15, 2016. The Annual Evaluation results will be discussed at the April 26, 2016 Board of Trustees meeting.

## **OTHER BUSINESS**

Under Other Business Information Items, Dr. Tomas presented a proposed Local Tuition Surcharge, drafted by the NCCCS Board of Trustees, for discussion. After reviewing and discussing the proposal, the Board unanimously decided to not endorse the proposal.

Ms. Coulter reminded the Trustees that they received Statement of Economic Interest forms in their Meeting packets, and that these forms must be completed and submitted by each Trustee by April 15, 2016. Failure to complete and submit the form by the deadline can result in a \$250 fine assessed to the individual Trustee by the State Ethics Commission. Ms. Coulter included postage-paid envelopes addressed to the Office of the President for the Trustees to mail them to her, and she will then submit all forms to the NC State Ethics Commission.

Dr. Tomas announced that the 2016 North Carolina Association of Community College Trustees (NCACCT) annual Law/Legislative Conference will be held April 20 – 22 in Raleigh. Ms. Coulter will provide more information on registration and lodging as it becomes available.

Under Other Business Action Items, Dr. Tomas presented a proposed Board of Trustees Resolution of Support of the Connect NC Bond scheduled for statewide voting on March 15, 2016. Following review of the proposed resolution, Mr. Shields made a motion for adoption of the Resolution of Support. Mr. Jones seconded the motion, and following discussion, the motion was passed unanimously.

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

The meeting adjourned at 7:00 pm.

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Terry Bell, Chairman  
Board of Trustees

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Don Tomas, Secretary  
Board of Trustees