

MINUTES OF THE BOARD OF TRUSTEES MEETING
Southwestern Community College

July 26, 2011- SCC Campus

Attending:

Trustees

| | |
|----------------|----------------|
| Terry Bell | Brenda Oocumma |
| Conrad Burrell | Pete Penland |
| Vance Davidson | Tracie Rice |
| Dewayne Elders | Jerry Sutton |
| Paul Holt | Kate Welch |
| Libby Knight | Lambert Wilson |

College Staff

| | |
|-----------------|-----------------|
| Don Tomas | Ryan Schwiebert |
| Sharon Grasty | George Stanley |
| Thom Brooks | |
| Janet Burnette | |
| Susan McCaskill | |
| Chuck Reece | |

Guests: Delos Monteith, Gary Shields

The Board of Trustees of Southwestern Community College met for its regular quarterly meeting on July 26, 2011.

Chairman Conrad Burrell called the meeting to order at 5:04 p.m. and read the ethics statement. Ms. Welch noted she had a conflict with the potential part-time employee list and would abstain from voting on that item. Mr. Burrell welcomed new Board member, Dewayne Elders.

Ann Melton, Jackson County Clerk of Court, administered the oath of office to Mr. Elders and reappointed trustees, Terry Bell, Libby Knight and Jerry Sutton.

Mr. Holt made a motion to approve the minutes of the quarterly meeting of April 26, 2011 and special meeting of May 24, 2011. Mr. Sutton seconded the motion which carried unanimously.

PRESIDENT'S REPORT

Dr. Tomas provided a report on college activities and facilities. He is familiarizing himself with the main campus and has visited several off campus facilities. In the upcoming weeks, he plans to meet with local county administrators and public school officials and the new chancellor at WCU. Dr. Tomas attended the North Carolina President's Association summer meeting last week. He noted the proposed consolidation of North Carolina community colleges is a major issue facing the community college system. The initiative to create a new marketing brand for the college is progressing. When the process is complete, the results will be brought to the Board of Trustees for approval.

CURRICULUM AND STUDENT SERVICES COMMITTEE

Ms. McCaskill provided an update on continuing education programs and initiatives. She noted the NPS program accreditation site visit went well and it is anticipated the national program will achieve accreditation.

Board of Trustees
July 26, 2011
Page 2

Ms. McCaskill presented and reviewed the Summer Enrollment Report (V A 1-b).

Ms. McCaskill presented Policy 7.23 - Specific Fees (V 2-a) and Policy 7.24 - Extension Education Registration Refund (V 2-b) for approval. Mr. Penland made a motion that Policy 7.23 - Specific Fees and Policy 7.24 - Extension Education Registration Refund be approved. Mr. Wilson seconded the motion which passed unanimously.

Vice President Brooks provided an update on instructional and student services activities. He noted the program audit conducted by the State Audit Office is complete and the college is waiting for the final audit report. Three new Honors College agreements have been signed. Summer commencement will be held on July 28 at 5:30 p.m.

Dr. Brooks reviewed the Curriculum Enrollment Report for Summer 2011 (V B 1-b) and the Survey of Curriculum Student Graduates (V B 1-c).

Dr. Brooks presented the Nursing Assistant (Certificate) Program (V B 2-a) for approval. Mr. Holt made a motion that the Nursing Assistant (Certificate) Program be approved. Mr. Sutton seconded the motion which carried unanimously.

FINANCE AND CAMPUS IMPROVEMENTS COMMITTEE

Executive Vice President Burnette reviewed the Local Revenue Analysis (VI A 1-a) and State Current Expenditures (VI A 1-b) for the period ending March 31, 2011.

Ms. Burnette presented the Budget Transfers (VI A 2-a), Policy 7.11 - Travel (VI A 2-b), Policy 4.12 - Employee Tuition Exemption (VI A 2-c), and Policy 7.21 - Optional Fees (VI A 2-d) for approval. Mr. Davidson made a motion that the Budget Transfers, Policy 7.11 - Travel, Policy 4.12 - Employee Tuition Exemption and Policy 7.21 - Optional Fees be approved. Mr. Penland seconded the motion which passed unanimously.

Ms. Burnette noted the time period for payment of the president's moving expenses had elapsed, and a new approval was needed. Mr. Sutton made a motion that payment of the president's moving expenses be approved. Ms. Welch seconded the motion which carried unanimously.

Mr. Stanley provided an update on construction of the new academic/administration building. Construction is on target at 27 percent completion. He reported the building was featured in the latest edition of a national publication, College Stores Magazine. Mr. Stanley has also contacted four local town boards to present the college's viewpoint on the road issue.

Vice President Schwiebert provided an update on information technology and telecommunication projects. The virtualization of labs on the main campus is complete. Implementation of the new document imaging system will begin soon.

Mr. Schwiebert presented Policy 3.42 - Electronic Signatures (VI B 2-a) for approval. Mr. Holt made a motion that Policy 3.42 - Electronic Signatures be approved. Mr. Sutton seconded the motion which carried unanimously.

EXECUTIVE COMMITTEE

Mr. Penland made a motion that the Additions to the Full-Time Employee List (VII A-1), Additions to the Part-Time Employee List (VII A-2), Re-Employment of Full-Time Employees 2011/2012 (VII A-3), and Potential Part-Time Employees 2011/2012 (VII A-4) be approved. Mr. Bell seconded the motion which carried unanimously. Citing a conflict of interest, Ms. Welch abstained from voting on the Potential Part-Time Employees.

Chairman Burrell appointed Libby Knight (representing Jackson County), Jerry Sutton (representing Macon County) and Kate Welch (representing Swain County) to the Nominating Committee for the 2011/2012 Board of Trustees officers. Mr. Sutton will chair the committee which will report back at the October quarterly Board meeting.

SCC Institutional Research and Planning Officer, Delos Monteith, presented and reviewed the 2011 Performance Measures and Standards Results for SCC (IX A). He noted SCC was one of only 12 colleges in the North Carolina Community College System to receive exceptional performance designation based on the measures. The college has earned this distinction for the third time in the last four years.

Chairman Burrell encouraged the trustees to contact key members of the community and legislative representatives regarding the community college consolidation issue. He stated removing local administration of the community college would be detrimental to the three counties the college serves and the North Carolina community college system.

The next quarterly meeting of the Board is scheduled for Tuesday, October 25, 2011.

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

The meeting adjourned at 6:02 p.m.

Conrad Burrell, Chairman
Board of Trustees

Don Tomas, Secretary
Board of Trustees

Date