

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

**January 24, 2017 – SCC Jackson Campus**

**Attending:**

Trustees

Terry Bell  
Jeff Cloer  
Doug Cody  
Vance Davidson  
Jean Ellen Forrister  
Karl Gillespie

Jeremy Hyatt  
Mark Jones  
Libby Knight  
Gary Shields  
Lambert Wilson

College Staff

Don Tomas  
Scott Baker  
Marc Boberg  
Thom Brooks  
William Brothers

Nan Coulter  
Johnathan Dean  
Tyler Goode  
Lynda Parlett

**Absent**

Paul Holt, Madison Shuler

**Guests**

Zara Ashe, Duke LifePoint Harris Regional Medical Center

The Board of Trustees of Southwestern Community College (SCC) met for their quarterly meeting on January 24, 2017 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 5:00 p.m. and read the Ethics and Conflict of Interest statement.

**PREVIOUS MEETINGS' MINUTES**

Mr. Bell asked for a motion to approve the minutes of the Board of Trustees meeting of October 25, 2016. Mr. Cloer made a motion to approve the minutes as presented, and Mr. Shields seconded the motion, which carried unanimously.

**PRESENTATIONS**

Dr. Tomas introduced Zara Ashe, RN and Infusion Technician at Duke LifePoint Harris Regional Medical Center in Sylva, spoke to the Board of Trustees about her experiences as a 2013 alumna of SCC, a parent of a current SCC student and a colleague of many SCC Health Sciences graduates. She expressed appreciation for her education at SCC and the quality of training of SCC graduates, and her career hopes for her daughter, who completed 24 credit hours at SCC as a high school student and is applying for admission to the SCC RIBN Nursing program.

## **PRESIDENT'S REPORT**

Dr. Tomas gave an update on the SCC Foundation. Five additional endowments have been completed, and faculty and staff participation in the March to a Million Student Success campaign has increased by more than 60%.

Dr. Tomas will be attending the quarterly NC Association of Community College Presidents' meeting in Rocky Mount January 25 – 27, 2017. He also announced that the Association of Community College Trustees' Annual Congress will be held in Las Vegas September 25 – 28, 2017.

Dr. Tomas informed the Board of Trustees that the College is wrapping up the Vision 2017 project and will shortly begin strategic planning for the upcoming five-year period. The first meeting will be held in early March 2017.

## **CURRICULUM AND STUDENT SERVICES COMMITTEE**

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

Dr. Brooks reported on enrollment for Curriculum and Workforce Innovations and distributed an enrollment report to the Trustees. He also reviewed the 2016-2017 Quarterly Program Update with the Trustees.

Dr. Brooks presented proposed changes to Procedure 5.02.05.01 – Delay/Cancellation of Classes Due to Adverse Weather and Procedure 8.22.01 – College Calendar for informational purposes only. These procedures have already been reviewed by the President's Cabinet and approved by Dr. Tomas. Dr. Brooks also reviewed Procedure 5.02.03 – Accountability and Credibility Internal Audit Plan for Extension Education with the Board per annual North Carolina Community College System requirements. There are no changes to this procedure.

Under Action Items, Dr. Brooks presented Policy 8.22 – College Calendar, 2017-2018 SCC College Calendar and the addition of new certification programs for Early Childhood Administration and Early Childhood Preschool for review and approval. The two proposed new programs are being fast-tracked by the NCCCS due to great need statewide. Following review and discussion, Mr. Shields made a motion to approve all Action Items as presented. Mr. Davidson seconded the motion, which passed unanimously.

## **FINANCE AND CAMPUS IMPROVEMENT COMMITTEE**

Mr. Bell introduced the new Vice President for Financial and Administrative Services William Brothers and asked him to report on Finance and Campus Improvement.

Mr. Brothers reported on the Local Revenue Analysis and State Current Expenditures.

Mr. Brothers presented one Action Item for Board approval – Budget Transfers. Following discussion, Mr. Cloer made a motion to approve the Budget Transfers, which was seconded by Mr. Wilson and passed unanimously.

Mr. Brothers asked Marc Boberg to give an update on Facilities. Dr. Boberg updated the Board on for the Health Sciences, Maintenance and Summit building projects, and reported that the handrails along the front of Founders Hall have been installed. The College has received the final certificates of occupancy for Founders and Bradford Halls.

Dr. Boberg reported that the containers of waste have been treated, tested and removed from the Firing Range. The College's environmental engineering contractor is designing a retaining pond and plans to drill four test wells to test aquifer water at the site. The College will be selecting a civil engineering contractor for this project.

Dr. Boberg updated the Board on the Driving Range at PSTC. The College is seeking bids and has two appraisals in process to repair the driving range, with funding through the Connect NC Bond. The site has already been surveyed.

Dr. Boberg reported that the survey for the Fire Safety Training Facility has been completed and the College is currently in the process of land acquisition.

## **EXECUTIVE COMMITTEE**

Under Action Items, Mr. Davison made a motion that the Additions to Full-Time Employee List and Additions to Part-Time Employee List be approved, which was seconded by Mr. Hyatt and passed unanimously.

## **PRESIDENT'S EVALUATION**

Mr. Bell informed the Trustees that the President's Evaluation forms had been included in the Meeting Materials Packet mailed to their homes, and requested the Trustees complete and submit their forms to him by March 15, 2017.

## **OTHER BUSINESS**

Under Other Business, Scott Baker gave the Trustees an update on Information Technology projects.

Nan Coulter reminded the Trustees that completed NC State Ethics Commission Statements of Economic Interest are due to the State Ethics Commission by April 15, 2017, and to send the completed forms or proof of electronic filing to her by April 1, 2017.

Dr. Tomas reported that the College is ready to move forward with pursuing compensation for the cost overruns on the Founders and Bradford Halls renovations.

Item IX.A.4. was struck from the meeting agenda due to lack of sufficient information for reporting purposes and will be re-introduced at a future Board of Trustees meeting.

Under Action Items, Dr. Tomas presented a letter and accompanying documentation to the NC State Board of Community Colleges requesting approval of the College's intent to acquire and accept land from Macon County for the construction of the proposed Fire Safety Training Facility. Following review and discussion of the letter and documents, Mr. Shields made a motion to approve the letter and documents as presented, which was seconded by Mr. Cloer and passed unanimously.

Mr. Gillespie made a request on behalf of Macon County Manager Derek Roland for the SCC Board of Trustees to meet by the end of March 2017 with the Macon County Board of Commissioners to open lines of communication regarding SCC's plans in Macon County.

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

The meeting adjourned at 6:04 p.m.

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Terry Bell, Chairman  
Board of Trustees

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Don Tomas, Secretary  
Board of Trustees