

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

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

**Attending:**

Trustees

Terry Bell                      Paul Holt  
Jeff Cloer                      Jeremy Hyatt  
Vance Davidson              Libby Knight  
Jean Ellen Forrister        Mark Jones  
Karl Gillespie                Gary Shields

College Staff

Don Tomas                      Tyler Goode  
Thom Brooks                   Lynda Parlett  
Nan Coulter                   Cliff Stalter  
Johnathan Dean

Guests:

Barb Putman, Gifty Mansah, Amy Russ, Debbie Smith

**Absent**

Conrad Burrell  
Lambert Wilson  
Ciara Payne

The Board of Trustees of Southwestern Community College (SCC) met for its regular quarterly meeting on April 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 5:07 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 Special Called meeting of March 10, 2016. Mr. Holt made a motion to approve the minutes as presented, and Mr. Cloer seconded the motion, which carried unanimously.

**PRESIDENT'S REPORT**

Dr. Tomas reported on the status of the grants projects in Institutional Development.

Dr. Tomas spoke briefly about the Connect NC Bond, and informed the Trustees that they will need to meet for a special called meeting prior to the next scheduled quarterly Board meeting to discuss SCC's implementation of the \$7.1 million from the passage of the bond.

Dr. Tomas informed the Board that the Jackson County Board of Commissioners has unanimously approved the proposed ¼-cent Sales Tax Referendum in Jackson County and the referendum will be on the June 7, 2016 ballot. If passed, the ¼-cent sales tax would provide approximately \$1.2 million per year to SCC and the Jackson County Public Schools. Dr. Tomas and Tyler Goode, Director of Public Relations, have scheduled public relations strategy meetings with county government and public school officials and will be making several presentations to community groups to promote the referendum.

### **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 introduced Dean of Arts and Sciences Barb Putman, Educational Opportunities Director Debbie Smith, Developmental English Instructor Amy Russ and Human Services Program student Gifty Mansah to the Board, and Ms. Mansah spoke about her achievements due in large part to the ESL courses she took at SCC.

Dr. Brooks gave an update on the SACSCOC Reaffirmation and Quality Enhancement Plan (QEP). The final report was submitted to the SACSCOC Off-Site Review Committee in late February. The response from the Off-Site Team will be received within 2 weeks, and the College will respond to the findings at the same the final QEP is submitted in August. The On-Site visit with the SACSCOC review team will take place in October, during which time all reports for reaffirmation and the QEP will be reviewed.

Dr. Brooks gave an update on the First In The World Grant (FITW), which the College will implement in Summer 2016. The FITW is a 2-year program that will focus on retention and student success across all cohorts.

Dr. Brooks announced that due to the record number of graduates this semester, the College will conduct three Commencement ceremonies this semester: May 10 at 5 PM for Arts and Sciences and Early College, May 10 at 7:30 PM for Career Technologies and May 11 at 6 PM for Health Sciences. All Trustees were strongly encouraged to attend.

### **FINANCE AND CAMPUS IMPROVEMENT COMMITTEE**

Mr. Holt 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 March 31, 2016 (V.A.1.a and V.A.1.b.). Mr. Stalter informed the Trustees that the College has presented the proposed 2016-2017 College Budget to all local county governments. Mr. Stalter presented and reviewed proposed changes to Procedure 3.02.06.01 – Facility Use Fees and Procedures for informational purposes (V.A.1.d.)

Mr. Stalter presented the following Action Items:

- V.A.2.a. – Budget Transfers
- V.A.2.b. – Accounts Receivable Write-Offs
- V.A.2.c. – Policy 3.02.02 – Use of College Equipment
- V.A.2.d. – Policy 4.01.05 – Employee Salary Plan
- V.A.2.e. – Policy 4.03.09 – Weapons on Campus
- V.A.2.f. – Policy 7.03.02 – Travel Reimbursement
- V.A.2.g. – Policy 7.03.11 – Foreign National Compliance

Mr. Davidson moved to approve the Action Items as presented, and Mr. Holt seconded the motion, which passed unanimously.

Mr. Stalter gave the Board an update on Facilities. The R5000 project adjacent to campus is progressing well. A preliminary estimate on repairs to Myers Auditorium and the Balsam building, based on observations only, is less than \$100,000. The renovations to Bradford Hall should be completed by the end of July 2016 and Founders Hall should be completed by May 15, 2016. Jennifer Siwieumtewa, an alum of SCC and former lab assistant in Culinary Technology, has been hired to manage the café in Founders and plans a soft launch during Summer 2016.

Mr. Stalter reported that the College's liaison with the NC Department of Environmental Quality (DEQ) retired and a new representative has been appointed. The College's engineer on the Firing Range Remediation project is recommending faster and more cost-effective testing at the firing range that will include screening for four additional metals as well as polymers commonly found in clay pigeons. Thus far, testing has revealed no impact from clay pigeon polymers. The remediation plan is finalized and should begin in the next three months.

Mr. Stalter reported that the new parking lot adjacent to the Burrell Building is experiencing settling. The project is still within the warranty period and the principals (Kessel Engineering and Graham Land) have been formally notified of the issue.

## **EXECUTIVE COMMITTEE**

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

Mr. Bell informed the Board of Trustees that he had received their performance evaluations on Dr. Tomas and had reviewed the results with Dr. Tomas. The cumulative evaluation of Dr. Tomas' performance was outstanding and there are no performance areas requiring address.

## **OTHER BUSINESS**

Under Other Business, Dr. Tomas reported on a recent meeting with Mike Watson of Novus (formerly Bowers, Ellis and Watson architectural design firm) and the College attorneys regarding additional design and construction costs on the Founders Hall/Bradford Hall renovation project. The College presented a list of additional costs incurred and paid to the contractors for design issues and omissions not included in the renovation design plans and scope of work, including no power outlets in the Founders Hall Cosmetology first-year lab, an ADA ramp between Founders and Bradford and demolition and reinstallation of the Bradford Hall elevator tower. Mr. Holt recommended waiting until the project is completed before submitting any claims to recover the additional costs. Mr. Gillespie made a motion to authorize Dr. Tomas to notify Novus of SCC's intent to file a claim at the end of the project to recover additional costs due to designer flaws and errors, then file the claim once the project is completed. Mr. Cloer seconded the motion, which passed unanimously.

Dr. Tomas then asked the Board to consider scheduling a Special Called meeting of the Board of Trustees during either the first or third week of May 2016 to discuss the implementation of the \$7.1 million of funds forthcoming from the Connect NC Bond. Following discussion, the Board agreed to meet at 4:30 PM on Tuesday, May 17, 2016 in the Slagle Board Room.

## **CLOSED SESSION**

Mr. Holt made a motion to enter into Closed Session pursuant to Section 413-318.11, 115D-29 (a)(1) of the North Carolina General Statute to prevent the disclosure of confidential personnel information. Mr. Cloer seconded the motion, and the Board went into Closed Session at 6:09 PM. The Board returned from Closed Session at 6:11 PM, having taken no action. Mr. Davidson then

made a motion to extend Dr. Tomas' employment contract until 2019. Mr. Cloer seconded the motion, which passed unanimously.

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

The meeting adjourned at 6:15 PM.

---

Terry Bell, Chairman  
Board of Trustees

---

Don Tomas, Secretary  
Board of Trustees