

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

**May 19, 2020 – SCC Jackson Campus**

**Attending:**

Trustees

Doug Cody	Mark Jones
Vance Davidson	Libby Knight
Jean Ellen Forrister	Cory McCall
Ken Henke	Gary Shields
Luke D. Hyde	Lambert Wilson

College Staff

Don Tomas
Thom Brooks
William Brothers
Nan Coulter

**Absent**

Megan Beck, Jeff Cloer, Jeremy Hyatt, Brett Rogers

The Board of Trustees of Southwestern Community College (SCC) met for their bi-monthly meeting on May 19, 2020 in the Charles Siler Slagle Board Room of the Conrad G. Burrell Building on the Jackson campus, and telephonically via conference line, due to the COVID-19 pandemic.

**CALL TO ORDER**

Chairman Lambert Wilson called the meeting to order at 5:01 p.m. and read the Ethics and Conflict of Interest statement. Executive Assistant to the President and Board of Trustees Nan Coulter took roll of the attendees by roll call.

**PREVIOUS MEETINGS' MINUTES**

Mr. Wilson asked for a motion to approve the minutes of the Board of Trustees Meeting of March 24, 2020. Mr. Davidson made a motion to approve the minutes as presented, and Mr. Hyde seconded the motion, which passed unanimously by roll call vote.

**PRESIDENT'S REPORT**

Dr. Tomas gave a report on COVID-19 preparations and procedures for SCC campuses and centers. He also reported on tentative plans for reopening beginning the following week. He plans to organize a COVID-19 Response Team and will hold a town hall-style virtual meeting with all employees on May 27.

## **CURRICULUM AND STUDENT SERVICES**

Ms. Knight, Chair of Curriculum and Student Services Committee, asked Dr. Thom Brooks, Executive Vice President for Instruction and Student Services to report on Curriculum and Student Services.

Dr. Brooks reported that 91% of all Spring 2020 courses completed on time within the semester. Interrupted clinicals and labs that couldn't meet remotely due to the nature of instruction (9%) will be rescheduled to complete during the Summer 2020 term. Seventy-four percent of Summer 2020 courses will be taught online. Dr. Brooks reported that the College has received funds from the CARES Act for emergency financial aid, averaging \$645 per student for 782 students.

Under Action Items, Dr. Brooks presented four new proposed degree programs – Associate of Arts in Teacher Preparation, Associate of Science in Teacher Preparation, Associate of Applied Science in Surgical Technology, and Associate of Applied Science in Opticianry. Following review and discussion, Mr. Davidson made a motion to approve the proposed new degree programs, which was seconded by Ms. Knight and passed unanimously by roll call vote.

## **FINANCE AND CAMPUS IMPROVEMENT**

Mr. Doug Cody, Chair of the Finance and Campus Improvement Committee, asked Mr. William Brothers, Vice President for Financial and Administrative Services, to report to the Trustees on Finance and Campus Improvement.

Under Information Items, Mr. Brothers reviewed the Local Revenue Analysis and State Budget Expenditures with the Board. He reported that the State has placed a budget freeze on allocations, including travel, hiring, and non-essential purchases due to COVID-19.

Under Action Items, Mr. Brothers presented the Budget Allocations and Transfers for review and discussion. Following review and discussion, Ms. Forrister made a motion to approve the posted entries as presented, which was seconded by Ms. Knight and passed unanimously by roll call vote.

## **FACILITY UPDATE**

Mr. Brothers presented the Facilities Update, providing a status report on the Health Sciences building. Work is progressing and there have been a few small change orders. The College plans to start work this month on the lead and sound remediation at the Firing Range. Mr. Brothers reported that repairs to the Burrell pedestrian bridge will begin this month.

Under Action Items, Mr. Brothers presented the 3-1-P form for the Fire Rescue Training Facility at the former Franklin Army National Guard Armory, and reported that he has received the 2017 lead mitigation report from the indoor firing range located there. Mr. Davidson made a motion for Dr. Tomas to sign the 3-1-P form on behalf of the College, which was seconded by Mr. Cody and passed unanimously by roll call vote.

### **EXECUTIVE COMMITTEE**

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

### **OTHER BUSINESS**

Under Information Items, Dr. Tomas announced that the Spring 2020 Commencement Exercises have been rescheduled for August 8, 2020 due to COVID-19, conditions warranting.

### **CLOSED SESSION**

Mr. Cody made a motion to enter into Closed Session under G.S. 143-318.11(a)(6) to discuss a personnel matter. Mr. Jones seconded the motion, which passed unanimously by roll call vote. The Board entered into Closed Session at 5:35 p.m.

The Board entered back into Open Session at 5:40 p.m., having taken no action in Closed Session. Mr. Shields made a motion to amend Paragraph 3 of the President's Contract by (1) striking the last sentence of the paragraph; and by (2) adding the following sentence at the end of the paragraph: "During the term of this Contract, or any extension thereto, the amount of the President's aggregate annual salary may not be reduced." and to extend Dr. Tomas' contract by one year, with both changes effective July 1, 2020. Mr. Hyde seconded the motion, which passed unanimously by roll call vote.

With no other business before the Board, Mr. Shields made a motion to adjourn the meeting. Mr. Davidson seconded the motion which passed unanimously by roll call vote. The meeting adjourned at 5:45 p.m.

---

Lambert Wilson, Chairman  
Board of Trustees

---

Don Tomas, Secretary  
Board of Trustees