

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

**July 24, 2018 – SCC Jackson Campus**

**Attending:**

Trustees

Terry Bell	Mark Jones
Vance Davidson	Libby Knight
Karl Gillespie	Bobbi Mathews
Jeremy Hyatt	Gary Shields
Luke D. Hyde	Lambert Wilson

College Staff

Don Tomas
William Brothers
Nan Coulter
Tyler Goode
Scott Sutton

**Absent**

Jeff Cloer  
Doug Cody  
Jean Ellen Forrister

**Guest**

Veronica Judson, Pamela Judson, Ann Melton

The Board of Trustees of Southwestern Community College (SCC) met for their quarterly meeting on July 24, 2018 in the Charles Siler Slagle Board Room of the Conrad G. Burrell Building on the Jackson campus.

**CALL TO ORDER**

Chairman Terry Bell called the meeting to order at 5:01 p.m. and read the Ethics and Conflict of Interest statement.

**SPECIAL RECOGNITION**

Chairman Terry Bell recognized the recent passing of founding Trustee W. Paul Holt, Jr. and retiree Delos Monteith, and asked for a moment of silence in commemoration of their memories and service to the College.

## **OATH OF OFFICE**

Jackson County Clerk of Superior Court Ann Melton administered the Oath of Office to recently reappointed Trustees Vance Davidson and Mark Jones.

## **PREVIOUS MEETINGS' MINUTES**

Mr. Bell asked for a motion to approve the minutes of the Board of Trustees Meeting of April 24, 2018. Mr. Davidson made a motion to approve the minutes as presented, and Mr. Hyatt seconded the motion, which carried unanimously.

## **PRESIDENT'S REPORT**

Dr. Tomas reported that preparations for the SCC Foundation Bluegrass, Blue Jeans and Bling Gala are on schedule, and encouraged the Trustees to plan to attend. Mr. Davidson and Mr. Wilson also encouraged the Trustees to attend and consider purchasing tables or making donations to the Cork Pull and Silent Auction.

Dr. Tomas announced that the NC Association of Community College Trustees will hold the 2018 Leadership Seminar in Asheville September 5 through 7, and asked all interested Trustees to contact Nan Coulter if they wish to register.

Dr. Tomas then recognized Student Representative to the Board Bobbi Mathews and thanked her for her service on the Board during the past academic year. He presented her with her Board portrait as a memento, and she thanked Dr. Tomas and the Board for the opportunity to learn more about the College and the chance to serve on the Board.

## **CURRICULUM AND STUDENT SERVICES**

Mr. Lambert Wilson, the Chair of Curriculum and Student Services Committee, asked Mr. Scott Sutton, Dean of Workforce Continuing Education, to report on Curriculum and Student Services.

Mr. Sutton introduced Veronica Judson, a Spring 2018 Jackson County Early College graduate, who spoke to the Trustees about her experiences and opportunities as an Early College student at the College.

Under Information Items, Mr. Sutton reviewed the Spring 2018 Workforce Continuing Education enrollment report and the Summer 2018 Curriculum enrollment report.

Mr. Sutton reported that the 2017-2018 Program Compliance Review has been completed by the System Office, and the College received a very favorable commendation from the auditor for such a clean review.

Mr. Sutton presented information on three new partnerships: the SNAP program for CNA and Nursing students with Harris Regional Hospital and Swain Medical Center; a partnership with Appalachian State University on a GEAR UP grant for Swain County Schools students, and the C-STEP program initiated by EBCI and partnering with UNC-Chapel Hill.

Mr. Sutton reported on a new course offering, Attitudinal Dynamics of Driving, an 8-hour course offered in conjunction with the local District Attorney, local law enforcement and the Safety and Health Council of North Carolina.

Mr. Sutton also presented the Board with the Instruction and Student Services Divisional Updates for April – June 2018.

There were no Action Items to review or approve for Curriculum and Student Services.

## **FINANCE AND CAMPUS IMPROVEMENT**

Mr. Bell asked Mr. William Brothers, Vice President for Financial and Administrative Services, reported to the Trustees on Finance and Campus Improvement.

Mr. Brothers reported that both the Local Revenue Analysis and State Current Expenditures for the end of the fiscal year met targeted projections for this point in the fiscal year. He also gave an update on the Local Budget presentations.

Under Action Items, Mr. Brothers presented the following for discussion and approval:

- Budget Transfers

- Policy 3.02.10 – Bidding for Construction Work (new)

- Policy 3.02.12 – Use of Design Professional Services (new)

- Policy 4.02.17 – Holidays (revised)

- Policy 7.02.08 – Sound Fiscal and Management Practices (new)

- Policy 7.03.12 – Chart of Accounts (new)

- Form 3-1-P – SCC Swain County/NC State Cooperative Extension Service and SCC Swain Center Agreement

Following discussion, Mr. Wilson made a motion to approve the Action Items as presented, which was seconded by Mr. Jones and passed unanimously.

Dr. Tomas presented the Facilities Update, consisting of updates on the Bradford HVAC renovation, Parking Lot D, the Maintenance building, Summit renovation, campus entrance signs, Firing Range soil remediation, PSTC Driving Range, Health Sciences building, and the Fire Rescue Training Facility.

### **EXECUTIVE COMMITTEE**

Mr. Bell presented the quarterly Full-Time and Part-Time Employee Lists for review and approval. Mr. Shields made a motion to accept the Lists as presented, which was seconded by Mr. Davidson.

Mr. Bell appointed Karl Gillespie and Jeremy Hyatt to serve on the 2019 Nominating Committee, with Vance Davidson as chair, to nominate officers of the Board for 2019. The Nominating Committee will meet and report back to the Board at the Sept. 25, 2018 Board meeting.

### **OTHER BUSINESS**

Dr. Tomas reported that the General Assembly passed Senate Bill 420 on June 25, 2018, which requires community college Boards to meet a minimum of six times per year effective immediately. Dr. Tomas reviewed the proposed revised Board of Trustees meeting schedule with the Committee. The Board discussed whether Committees will be required to meet six times per year if no Action Items are presented for Committee approval. Following discussion, Mr. Gillespie made a motion that Board Committees will not be required to meet every other month if no Action Items are presented for Committee consideration at any scheduled Committee meeting. Mr. Hyatt seconded the motion, which passed unanimously.

Dr. Tomas then presented the proposed Board meeting schedule for the remainder of 2018, the proposed amended Board of Trustees Constitution and Bylaws reflecting the meeting frequency changes required by Senate Bill 420, and a final draft of the Board of Trustees Self-Evaluation for review and discussion. Following discussion, Mr. Gillespie made a motion to approve the 2018 Board of Trustee meeting schedule, amended Board of Trustees Constitution and Bylaws, and the Board of Trustees Self-Evaluation. Mr. Hyatt seconded the motion, which passed unanimously.

Dr. Tomas announced that the Jackson County Board of Education will be meeting on July 31 and will appoint a new Trustee to serve the remainder of Mr. Holt's term at that meeting. The new appointee will be sworn in at the Sept. 25, 2018 Board of Trustees meeting.

With no other business before the Board, Mr. Davidson made a motion to adjourn the meeting. Mr. Wilson seconded the motion which carried unanimously. The meeting adjourned at 5:54 p.m.

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Terry Bell, Chairman  
Board of Trustees

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Don Tomas, Secretary  
Board of Trustees