

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

July 28, 2020 – SCC Jackson Campus

Attending:

Trustees

Jeff Cloer Mark Jones
Vance Davidson Libby Knight
Jean Ellen Forrister Gary Shields
Ken Henke Lambert Wilson
Luke D. Hyde

College Staff

Don Tomas
Thom Brooks
William Brothers
Nan Coulter
Tyler Goode

Guest: Angela Rich, Jackson County Clerk of Court's Office

Absent

Megan Beck, Jeremy Hyatt, Cory McCall, Brett Rogers

The Board of Trustees of Southwestern Community College (SCC) met for their bi-monthly meeting on July 28, 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 5:05 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.

OATH OF OFFICE

Angela Rich of the Jackson County Clerk of Court's Office administered the oath of office to Ken Henke and Gary Shields. Mr. Henke was reappointed to serve a four-year term on the SCC Board of Trustees by the Jackson County Board of Education, and Mr. Shields was reappointed to serve a four-year term on the SCC Board of Trustees by the Macon County Board of Commissioners.

ELECTION OF OFFICERS

Chairman Wilson asked Mark Jones, Chair of the ad-hoc Nominating Committee, to report on the Committee's meeting to nominate Board officers for 2020 – 2021. Mr. Jones reported that the Committee, composed of Jeremy Hyatt, Gary Shields, and himself, met on July 13, 2020, and make the following nominations: Lambert Wilson for Chairman, Vance Davidson for Vice Chairman, Libby Knight for Chairwoman of the Curriculum and Student Services Committee, and Luke D. Hyde for Chairman of the Finance and Campus Improvement Committee.

Following discussion, Ms. Forrister moved to close nominations with no other nominees put forward for consideration, which was seconded by Mr. Shields and passed unanimously, Mr. Shields made a motion to approve the slate of officers as presented, which was seconded by Mr. Henke. The motion and second passed unanimously by roll call vote.

PREVIOUS MEETINGS' MINUTES

Mr. Wilson asked for a motion to approve the minutes of the Board of Trustees Meeting of May 19, 2020. Mr. Cloer made a motion to approve the minutes as presented, and Mr. Shields seconded the motion, which passed unanimously by roll call vote.

PRESIDENT'S REPORT

Dr. Tomas reported on the results of the Veterans Affairs Compliance Audit, which were favorable with no recommendations. He informed the Board of his recent appointment to co-chair the North Carolina Community College's Diversity, Equity, and Inclusion Committee, the NCCCS's Curriculum Course Review Committee, and the American Association of Community College's Commission on Small and Rural Colleges.

Dr. Tomas reported on the College's recent Financial Aid Student Loan default rates, and gave the Board an overview of the plans for the Spring 2020 Commencement that was postponed due to COVID-19. He reported that the College has developed a COVID-19 Response Team that meets daily to discuss, plan, and implement measures to protect against infection on all campuses. The Jackson County Health Department has given the College's COVID-19 Response Team and their work very high praise. Dr. Tomas gave an overview on instructional and operational plans for the Fall 2020 semester.

Dr. Tomas announced to the Board that Southwestern Community College has been ranked First in the nation by Best Community Colleges and Trade Schools, and he thanked the faculty, staff, and administration of the College for their work in achieving this designation.

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 gave an update on enrollment for Workforce and Continuing Education for the Spring 2020 session and Curriculum courses for Summer 2020. He provided the Board with details on the Spring 2020 Commencement exercises, scheduled for August 8, 2020. Due to COVID-19, the ceremonies will be conducted as a drive-through event for graduates and their families, which was the format most preferred by this year's graduates. Dr. Brooks reported that 270 students attended face-to-face courses on campus this summer and adhered well to health guidelines. No spread of COVID-19 amongst students or faculty this summer was attributed to contact on campus. Dr. Brooks reported that instruction will be delivered this fall in a hybrid format of online and face-to-face instruction, with 65% of courses delivered online and 35% on campus for practicals and labs.

Under Action Items, Dr. Brooks presented a revised Academic Calendar for Fall Semester 2020 in response to COVID-19. Following review and discussion, Mr. Davidson made a motion to approve the revised Academic Calendar as presented, which was seconded by Mr. Shields and passed unanimously by roll call vote.

FINANCE AND CAMPUS IMPROVEMENT

Mr. Wilson 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, Mr. Cloer made a motion to approve the posted entries as presented, which was seconded by Mr. Hyde and passed unanimously by roll call vote.

FACILITY UPDATE

Mr. Brothers presented the Facilities Update, reporting that repairs to the Burrell Bridge are postponed until the bats residing in the structure are humanely removed according to state wildlife statutes, but the bridge should be open to foot traffic by the start of the Fall semester. Work on the Firing Range is scheduled to begin in November 2020 due to delays in permitting. The College is awaiting state guidance on the proposed Fire Rescue Training Facility. Other projects in process are the HVAC system in Founders Hall, carpet in Oaks Hall, desk renovation for Bradford Hall, and fleet maintenance.

EXECUTIVE COMMITTEE

Under Action Items, Mr. Wilson presented the Full Time and Part Time Employees Lists for review and approval. Following review, Mr. Cloer made a motion to approve the Full Time and Part Time Employee Lists, which was seconded by Mr. Shields and passed unanimously by roll call vote. At this time, Mr. Hyde left the meeting due to schedule conflict.

OTHER BUSINESS

Under Information Items, Dr. Tomas reiterated the plans for the Spring 2020 Commencement exercises on August 8, 2020.

With no other business before the Board, Mr. Shields made a motion to adjourn the meeting. Mr. Cloer seconded the motion which passed unanimously by roll call vote. The meeting adjourned at 5:52 p.m.

Lambert Wilson, Chairman
Board of Trustees

Don Tomas, Secretary
Board of Trustees