

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

**September 22, 2020 – SCC Jackson Campus**

**Attending:**

Trustees

Vance Davidson      Libby Knight  
Jean Ellen Forrister      Cory McCall  
Jeremy Hyatt      Brett Rogers  
Ken Henke      Gary Shields  
Luke D. Hyde      Lambert Wilson  
Mark Jones

College Staff

Don Tomas  
Thom Brooks  
William Brothers  
Nan Coulter  
Megan Nicholson

**Absent**

Megan Beck, Jeff Cloer

The Board of Trustees of Southwestern Community College (SCC) met for their bi-monthly meeting on September 22, 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. Mr. Davidson, Mr. Shields, Dr. Tomas and Ms. Coulter attended in person, with all others attending remotely.

**CALL TO ORDER**

Chairman Lambert Wilson called the meeting to order at 5:03 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 July 28, 2020. Ms. Forrister 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 reported that the General Assembly has not presented a 20-21 budget yet for consideration, and the Governor has forwarded a proposed budget for consideration.

Dr. Tomas announced that Southwestern Community College will be spotlighted in an upcoming American Association of Community College's publication.

Dr. Tomas reminded the Committee of the upcoming candidate debates hosted by the SCC Social Problems class. The Jackson County Commissioners candidates will debate on Sept. 24, the NC House candidates will debate on Oct. 8, and the NC Senate candidates will debate on Oct. 22.

Dr. Tomas informed the Committee that the College will hold a flu shot clinic on Sept. 23.

Dr. Tomas reported that two large change orders for the Health Sciences building have been resolved, significantly reducing costs due to the delay caused by excessive rock.

Dr. Tomas introduced Ms. Megan Nicholson, the new Emergency Services/Safety Coordinator, to the Board. Ms. Nicholson thanked the Board for their vision in helping develop her new position, especially prior to the advent of COVID-19.

## **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 Summer 2020 session and Curriculum courses for Fall 2020. Enrollment is down in Workforce Continuing Education, Occupational Training, and at JobCorps sites due to COVID-19. Enrollment at PSTC was down slightly but was satisfactory. He expects decreases in Occupational Training and Basic Skills during the Fall semester. Dr. Brooks reported that enrollment in Curriculum course for Fall 2020 is down. Sixty-eight percent of Fall instruction will be delivered via online or hybrid, with less than 50% being web-supported. Only 3% of Fall 2020 courses are strictly face-to-face. This strategy works best for students; since March 2020, only 5 students tested positive for COVID-19, and none of those transmissions were a result of campus contact.

Dr. Brooks presented a new program that started with the Fall 2020 semester – Enroll Anytime. This program is designed for new College Transfer students who didn't enroll during regular registration, possibly due to uncertainty over COVID-19. Students choosing Enroll Anytime have a flexible entry point from the beginning of the semester to the end of October 2020. The courses offered through Enroll Anytime are online and self-paced. During the first week of the program, 42 students enrolled and enrollment continues to climb.

## **FINANCE AND CAMPUS IMPROVEMENT**

Mr. Hyde 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. He also presented Form DCC 2-1, outlining State Budget funding for institutional support, curriculum instruction, continuing education, academic support, and student support of \$17,694,827 – this is speculative until we receive the budget from the State. Following review and discussion, Mr. Hyde made a motion to approve the Budget Allocations and Transfers and Form DCC 2-1, which was seconded by Mr. Davidson and passed unanimously by roll call vote.

Mr. Brothers then presented Policy 4.03.02 – Employee Code of Conduct, Policy 4.03.05 – Sex Harassment and Discrimination Title IX for Employees and Policy 6.03.03 – Sex Harassment and Discrimination Title IX for Students. During discussion, Ms. Forrister posed questions regarding sections and definitions in the Employee Code of Conduct, which Mr. Brothers will research for clarification. Following review and discussion, Mr. Wilson tabled the proposed changes to the Employee Code of Conduct until the next bi-monthly meeting. Following review and discussion of the Employee and Student Sex Harassment and Discrimination Title IX policies, Mr. Hyde made a motion to approve Policy 4.03.05 and 6.03.03 as presented, which was seconded by Mr. Davidson and passed unanimously by roll call vote.

## **FACILITY UPDATE**

Mr. Brothers presented the Facilities Update, reporting that work is continuing pretty much on schedule on the Health Sciences building, and the project is roughly 60% completed. Work on the Firing Range will begin in November 2020 following delays in permitting. The repairs to the Burrell Bridge are nearly complete. Work on the Firing Range is scheduled to begin in November 2020 due to delays in permitting.

Regarding the Fire Rescue Training Facility, Dr. Tomas reported that he met last week with Derek Roland, Mr. Shields, Warren Cabe, Mr. Brothers and Mr. Dowdle regarding the NC National Guard Armory in Franklin. He reported that Macon County is interested in entering into a long-term lease agreement with no cohabitation, and constructing the Burn Building and utility storage on the corner lot next to UPS owned by the College. Dr. Tomas reported that the meeting with very positive. Macon County is considering a special called meeting to discuss the

proposal, and then present the completed lease and placement of the Burn Building at the regular Commissioners' meeting on Oct 13. Mr. Shields said that Dean of Public Safety Training Curtis Dowdle is scheduled to give the Macon County Commissioners an update on the project at their next meeting. Mr. Shields said the Macon County Commissioners had intended to transfer the Armory to the College in January 2020, but the use of the Armory was designated for Macon County Schools to hold a Virtual Academy during the COVID-19 crisis. Mr. Wilson asked Mr. Shields why the Macon County Commissioners now want to lease the Armory to the College instead of transferring the property and building to the College as originally discussed. Mr. Shields' reply was that the Commissioners made a decision to put the property and building transfer on hold due to flooding in the Spring of 2020. Mr. Wilson then asked why, when the Commissioners voted to give the property and building to the College for the Fire Rescue Training Facility, were the Commissioners reneging on their agreement and now offering the property and building to the College on a long-term leasing basis? MR. Wilson asked about the legality of this decision. Mr. Shields replied that he will take Mr. Wilson's questions to the Macon County Attorney and respond back to Mr. Wilson. Mr. Shields will also take Mr. Wilson's questions to the Macon County Commissioners' meeting on Oct 13, 2020.

## **EXECUTIVE COMMITTEE**

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

With no other business before the Board, Mr. Jones made a motion to adjourn the meeting. Mr. Hyde seconded the motion, which passed unanimously by roll call vote. The meeting adjourned at 6:14 p.m.

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Lambert Wilson, Chairman  
Board of Trustees

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Don Tomas, Secretary  
Board of Trustees