

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

November 17, 2020 – SCC Jackson Campus

Attending:

Trustees

Jeff Cloer	Libby Knight
Caroline Coffey	Beth Lofquist
Vance Davidson	Cory McCall
Jean Ellen Forrister	Brett Rogers
Ken Henke	Gary Shields
Luke D. Hyde	Lambert Wilson
Mark Jones	

College Staff

Don Tomas
Thom Brooks
William Brothers
Nan Coulter
Tyler Goode

Absent

Jeremy Hyatt

Guests

Kelly Rich, Jackson County Clerk of Court Office; Melissa McKnight, Jackson County Department of Public Health

The Board of Trustees of Southwestern Community College (SCC) met for their bi-monthly meeting on November 17, 2020 in the Charles Siler Slagle Board Room of the Conrad G. Burrell Building on the Jackson campus, and virtually via Google Meet, due to the COVID-19 pandemic. Dr. Tomas, Mr. Wilson, Mr. Davidson, Dr. Lofquist, Ms. Coffey, Ms. Coulter and Ms. Rich attended in person, with all others attending remotely.

OATH OF OFFICE

Dr. Tomas introduced Dr. Beth Lofquist, Governor’s appointment to the SCC Board of Trustees and Ms. Caroline Coffey, Student Representative to the SCC Board of Trustees. Ms. Rich from the Jackson County Clerk of Court’s office administered the oath of office to Dr. Lofquist, and Mr. Davidson administered the oath of office to Ms. Coffey.

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.

AMENDMENT TO AGENDA

Mr. Davidson made a motion to move agenda item VIII.A. to the President's Report and change it from an Information Item to an Action Item. Mr. Hyde seconded the motion, which passed unanimously.

PREVIOUS MEETINGS' MINUTES

Mr. Wilson asked for a motion to approve the minutes of the Board of Trustees Meeting of September 22, 2020. Ms. Forrister made a motion to approve the minutes as presented, and Mr. Cloer seconded the motion, which passed unanimously by roll call vote.

PRESIDENT'S REPORT

Dr. Tomas introduced Ms. Melissa McKnight from the Jackson County Department of Public Health, who gave an update on COVID-19. Ms. McKnight highly praised the College and the COVID-19 Response Team for their efforts to curb spread of the virus on campus. She also introduced the new Jackson County Alert System.

Dr. Tomas gave an update on the results of local and state elections, and reported on recent visits to the College by WNC Bridge Foundation, TekTone, and EdNC and JM Belk Endowment.

Dr. Tomas reported on the current status of the Franklin Army National Guard Armory and the discussions regarding its use for the SCC Fire Rescue Training Facility with the Macon County Commissioners. Dr. Tomas and Curtis Dowdle, SCC Dean of Public Safety Training, met on November 10 with the Macon County Commissioners regarding the NC National Guard Armory in Franklin. He reported that the Commissioners voted 3-2 in favor of negotiating a long-term lease agreement and that County Manager will draft a 25-year lease agreement to be reviewed by College administration and legal counsel, and then be presented to the SCC Board of Trustees for review, discussion, and approval.

Under Action Items, the Board discussed giving Dr. Tomas authority to negotiate a lease for the Armory and simultaneously investigate other possible locations. Mr. Hyde made a motion to authorize Dr. Tomas to negotiate a lease for the Armory and simultaneously investigate other possible locations, which was seconded by Mr. Jones and passed unanimously by roll call vote.

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 updated the Committee on enrollment for Fall 2020. The College is seeing a decrease in FTE and headcount due to COVID-19, which is standard nationwide. The College and WCU are both seeing a decline in new entering student enrollment.

Dr. Brooks reported on the preliminary results of the recently completed Program Audit. The results of the audit are clean, with no findings or recommendations. The official findings will be received soon, and the College is scheduled for the next Program Audit in 2 years.

Dr. Brooks also gave an update on the Nursing Program improvement plan, which has produced very good results. He also reported on the results of the Health Information Technology site visit, gave updates on Instruction and Student Services, and reviewed the Fall Commencement plan for Friday, December 5, which will be a drive-through event due to COVID-19.

Under Action Items, Dr. Brooks presented the proposed 2021-2022 Academic Calendar for review and discussion, as well as revisions to Policy 6.03.02 – Standards of Student Conduct. Following review and discussion, Mr. Hyde made a motion to approve the 2021-2022 Academic Calendar and Policy 6.03.02 as presented. Dr. Lofquist seconded the motion, which passed unanimously by roll call vote.

CHANGE IN ATTENDANCE

At 6:00 p.m., Ms. Forrister and Mr. Hyde left the meeting, leaving 10 voting Trustees.

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 to give a report on Local Revenue Analysis and State Budget Expenditures. Mr. Brothers reported that the College is still working under a budget freeze due to the absence of an approved budget from the General Assembly, and the System Office is asking colleges to hold back 2% for potential reversion.

Under Action Items, Mr. Brothers presented the Budget Allocations and Transfers and proposed revisions to Policy 4.03.02 – Employee Code of Conduct for review and discussion. Following

discussion, Mr. Cloer made a motion to approve the Budget Allocations and Transfers and revisions to Policy 4.03.02 – Employee Code of Conduct, which was seconded by Mr. Rogers and passed unanimously by roll call vote.

FACILITY UPDATE

Mr. Brothers gave an update on Facilities, reporting on the status of the Health Sciences building construction, the Fire Rescue Training Facility, and the Firing Range. Construction on the Health Sciences building is more than 70% complete. Dr. Tomas and Mr. Brothers will meet with the Macon County Commissioners on November 10 regarding the Fire Rescue Training Facility. Work will resume on November 16 on the Firing Range project following a permitting delay

EXECUTIVE COMMITTEE

Under Action Items, Mr. Wilson presented the Full Time and Part Time Employees Lists, and the 2021 Board of Trustees meeting schedule for review and approval. Following review, Mr. Davidson made a motion to approve the Full Time and Part Time Employee Lists and 2021 SCC Trustees meeting schedule, which was seconded by Mr. Rogers and passed unanimously by roll call vote.

With no other business before the Board, Mr. Cloer made a motion to adjourn the meeting. Mr. Shields seconded the motion, which passed unanimously by roll call vote. The meeting adjourned at 6:17 p.m.

Lambert Wilson, Chairman
Board of Trustees

Don Tomas, Secretary
Board of Trustees