

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

**January 26, 2021 – SCC Jackson Campus**

**Attending:**

Trustees

Jeff Cloer  
Vance Davidson  
Jean Ellen Forrister  
Luke D. Hyde  
Mark Jones

Beth Lofquist  
Cory McCall  
Gary Shields  
Lambert Wilson

College Staff

Don Tomas  
Thom Brooks  
William Brothers  
Nan Coulter

**Absent**

Caroline Coffey, Ken Henke, Jeremy Hyatt, Brett Rogers

The Board of Trustees of Southwestern Community College (SCC) met for their bi-monthly meeting on January 26, 2021 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, and Ms. Coulter attended in person, with all others attending remotely.

**CALL TO ORDER**

Chairman Lambert Wilson called the meeting to order at 5:08 p.m. and read the Ethics and Conflict of Interest statement. A quorum was present for the meeting.

**PREVIOUS MEETINGS' MINUTES**

Mr. Wilson asked for a motion to approve the minutes of the Board of Trustees Meeting of November 17, 2020. Mr. Shields made a motion to approve the minutes as presented, and Mr. Hyde seconded the motion, which passed unanimously.

**PRESIDENT'S REPORT**

Dr. Tomas presented the 2021-2022 NCCCS/NCACCP Budget Priorities to the Board. The top priority is a 5% pay increase for community college employees, and the second is consideration of enrollment impacts of COVID-19 on FTE-based funding.

## **CURRICULUM AND STUDENT SERVICES**

Mr. Wilson announced to the Board that Curriculum and Student Services Chairwoman Ms. Libby Knight has resigned from the Board of Trustees. Mr. Wilson asked Dr. Thom Brooks, Executive Vice President for Instruction and Student Services to report on Curriculum and Student Services.

Dr. Brooks gave the annual update on the three-year Workforce Continuing Education Accountability and Integrity Plan. This is Year 2 of the Plan, and 1/3 of the goals of the Plan have been achieved, with the remainder continuing throughout the Plan.

Dr. Brooks reported that in anticipation of the upcoming SACSCOC 5<sup>th</sup> year review, the College is reviewing and updating the College's Instruction and Student Services policies. Dr. Brooks reviewed the updates to Student Services procedures mandated by the System Office and SACSCOC.

Under Action Items, Dr. Brooks presented the proposed new Student Services policies and revisions to Student Services policies, specifically:

- 6.01.01 – Admissions
- 6.01.02 – Registration
- 6.01.03 – Financial Aid Services
- 6.02.04 – Academic Progress
- 6.02.05 – Academic Honors
- 6.02.06 – Repeating Courses and Course Substitutes
- 6.02.07 – Course Credit – Transfer, Previously Earned and Credit in Residence
- 6.02.08 – Course Credit – Advanced Placement for Licensure/Certification
- 6.02.10 – Course Credit – Credit by Examination
- 6.02.11 – Curriculum Course Prerequisite
- 6.03.04 – Student Drug-Free Policy
- 6.03.05 – Student Grievances
- 6.03.06 – Student Conduct Review
- 6.04.01 – Career Services Office
- 6.04.04 – Services for Persons with Disabilities
- 6.04.05 – Student Clubs and Organizations
- 6.04.06 – Student Identification and Library Cards
- 6.04.07 – Student Records

Following review and discussion, Ms. Forrister made a motion to approve the proposed new policies and policy revisions as presented, which was seconded by Mr. Hyde and passed unanimously.

## **FINANCE AND CAMPUS IMPROVEMENT**

Mr. Hyde asked Vice President for Financial and Administrative Services William Brothers to give a report on Local Revenue Analysis and State Budget Expenditures. Mr. Brothers reported

that the System Office lifted the budget freeze and requested a 1.1% reversion to the State, less than the anticipated 2%.

Under Action Items, Mr. Brothers presented the Budget Allocations and Transfers for review and discussion. Following discussion, Mr. Shields made a motion to approve the Budget Allocations and Transfers, which was seconded by Mr. Jones and passed unanimously.

## **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. Furniture is being selected for the Health Sciences building, and the building should be ready to occupy in less than 6 months. The site preparation on the Firing Range project is complete and the College is waiting on final approval for a moving target system. The College hopes the Firing Range will be operational by February 21, 2021, weather permitting.

Dr. Tomas gave an update on the Fire Rescue Training Facility. The College has made revisions to a draft lease agreement, which will be reviewed by the Macon County Commissioners at their February 9, 2021 meeting. Once a lease agreement is approved, the College will move forward with purchasing and erecting a new Burn Building.

Mr. Wilson asked for a motion authorizing the Executive Committee, with advice from Dr. Tomas and the College's legal counsel, to review and approve the lease agreement with Macon County, provided all parties agree with the final draft. Mr. Cloer made the motion, which was seconded by Mr. Hyde and passed unanimously.

## **EXECUTIVE COMMITTEE**

Under Action Items, Mr. Wilson presented the Full Time and Part Time Employees Lists for review and approval. Following review, Dr. Lofquist made a motion to approve the Full Time and Part Time Employee Lists which was seconded by Mr. Cloer and passed unanimously.

With no other business before the Board, Ms. Forrister made a motion to adjourn the meeting. Dr. Lofquist seconded the motion, which passed unanimously. The meeting adjourned at 5:41 p.m.

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Lambert Wilson, Chairman  
Board of Trustees

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Don Tomas, Secretary  
Board of Trustees