

Minutes of the SCC Board of Trustees
January 19, 2016 @ 5:30 p.m., Hooks Boardroom

Present: Mr. Henry Edmund, Chair; Mr. Randy Britt, Mr. Jack Hooks, Mr. Joe Hooks, Mr. Charles Lytle, Mr. Mark Cartret, Mr. Terray Suggs, Ms. Theresa Blanks, Dr. Maudie Davis, and Mr. Chase Robinson, Student Trustee and SGA President
Absent: Mr. Harry Foley, Mr. Bobby Ezzell, and Mr. Brenden Jones

Others Present: Dr. Anthony Clarke, President, Beverlee Nance, Vice President/Workforce and Community Development, Betty Jo Ramsey, Vice President/Administrative Services, Lauren Cole, Vice President /Academic Affairs, Gail Auten, Faculty Senate Chair, Liz McLean, Director of Marketing and Outreach, and Kathy Britt, Recording Secretary

Welcome: Mr. Edmund welcomed everyone and called the meeting to order.

Ethics Statement:

Mr. Edmund reminded the Board of the Ethics Statement and asked that any board member who felt they had a conflict or possible conflict on a particular agenda item, to please let him know and to refrain from any participation in the particular matter involved.

Introduction of New Employees: Dr. Clarke introduced Ms. Donte McDowell, English Instructor, Ms. Sonya Shipman, Director of Columbus County NC Works Career Center, Ms. Ruth High, Workforce Specialist in the NC Works Career Center, and Ms. Angela McDuffie, Health Training Instructor.

On behalf of the trustees, Mr. Edmund welcomed the new employees.

Approval of Meeting Agenda: A motion was made by Mr. Randy Britt to adopt the January 19, 2016 agenda as presented. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

Approval of Minutes: Mr. Edmund asked the trustees to review the Closed Session minutes of July 20, 2015 and the Regular and Closed Sessions of November 16, 2015.

A motion was made by Mr. Joe Hooks to approve the Closed Session minutes of July 20, 2015. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.

A motion was made by Mr. Mark Cartret to approve the Regular Session minutes of November 16, 2015. Mr. Randy Britt seconded the motion. Motion carried unanimously.

A motion was made by Mr. Joe Hooks to approve the Closed Session minutes of November 16, 2015. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.

Approval of Budget Transfers – Dr. Clarke reviewed the budget transfers included in the agenda packet. He stated that approximately one-half of budgeted funds have been expended and advised of the percentage amount of expenditures used. Dr. Clarke spoke about additional allocations received from the state, once the budget was finalized, which required many of the transfers that were included in the agenda packet. **A motion was made by Mr. Randy Britt to**

approve budget transfers as presented. Dr. Maudie Davis seconded the motion. Motion carried unanimously.

Approval of Blanket Authorization for President's Routine Travel – Dr. Clarke presented a request to the board to increase the president's blanket travel mileage by an additional 2,000 miles. He provided a spreadsheet showing destinations and miles traveled since July, 2015 when the initial 2,000 blanket mileage request was approved. Dr. Clarke advised that the blanket travel authorization is within state guidelines. **A motion was made by Mr. Mark Cartret to approve an additional 2,000 blanket miles for the period January 4 through June 30, 2016 for the president. Mr. Charlie Lytle seconded the motion. Motion carried unanimously.**

Approval of change to Policy 5.40 Employee Development – Dr. Clarke presented the current Policy 5.40 as stated and presented a proposed Policy 5.40 for the trustees to compare as they make decisions regarding the Employee Development policy. Dr. Clarke indicated that some of the wording has been changed to emphasize internal promotion and career development. **A motion was made by Mr. Jack Hooks to approve Policy 5.40 Employee Development as proposed. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

Mr. Terray Suggs arrived.

Approval of Resolution to Support Connect NC Bond Referendum – Mr. Henry Edmund discussed historical information regarding the Connect NC Bond referendum. He stated that all 58 community colleges will receive proceeds from the bond if the referendum passes and further stated that Southeastern will receive \$6.8 million out of the \$350 million designated for the community colleges in North Carolina. In terms of funding amount, Southeastern is ranked 17 out of 58 community colleges.

Mr. Edmund discussed an advertising blitz that Southeastern will develop in support of the bond referendum. He stated that the NC Community College System supports the bond referendum and advised that the college has submitted the \$6,800 requested by the Connect NC Bond Committee to support a marketing campaign for the Connect NC Bond Referendum.

Mr. Edmund stated that the Columbus County Board of Commissioners supports the Connect NC Bond Referendum. He advised that funding criteria was to a degree, need based, and it appeared that the larger colleges are designated to receive less money. Mr. Edmund advised that he is asking the trustees to support the referendum by educating groups as opportunities arise. This may be accomplished by speaking to civic groups of which trustees are already members. **A motion was made by Mr. Randy Britt to adopt the Resolution to Support Connect NC Bond referendum. Mr. Charlie Lytle seconded the motion. Motion carried.**

Approval to Request Resolution from County Commissioners to Support Connect NC Bond Referendum – Mr. Edmund requested approval from the board to allow him or Dr. Clarke to request a resolution of support from the Columbus County Board of Commissions in regards to the Connect NC Bond Referendum. **A motion was made by Mr. Jack Hooks to approve request to go to the Columbus County Commissioners and ask for their support of the Connect NC Bond. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

Position Vacancy Status – Dr. Clarke reviewed the Personnel Update report. He stated that several long-term employees have retired as well as a couple of resignations, creating several vacancies. Dr. Clarke notified the board of Mrs. Sue Hawks' notification of retirement effective May 1, 2016. He stated that the college will work with Mrs. Hawks during the transition period. The report also included a listing of vacant positions and the hiring status of each.

Enrollment Update – Dr. Clarke presented a power point on Enrollment Management. A copy of the slides was included in the agenda packet. He discussed the fact that five holiday classes were held during the month of December, and he provided information on the effects these classes will have on increasing FTE. Dr. Clarke stated that the college is contemplating having additional 4-week classes in May, between the spring and summer semesters. He discussed what he anticipates resulting FTE effects will be for spring. Dr. Clarke advised that overall, many colleges are experiencing a decrease in FTE.

Mr. Edmund stated that the college has experienced several semesters of declining FTE and advised that he feels positive that college officials have stabilized declining FTE.

Dr. Clarke stated that he will meet with every employee through departmental meetings soon.

Academic Affairs Update – Mr. Edmund called on Ms. Lauren Cole to give an update on Academic Affairs. Ms. Cole presented a power point and discussed pertinent information regarding each slide. She stated that the college successfully hosted 470 Columbus County eighth graders on December 16, 2015. Ms. Cole discussed the proposed SCC Delco location and what it will mean to the college. She updated the trustees on initiatives for fall 2016 and discussed the Goals/Strategic Plan for the 5 year SACS report due in 2017. Ms. Cole concluded the presentation and Mr. Edmund expressed appreciation to Ms. Cole for the information.

Student Services Update – Mr. Edmund called on Ms. Sylvia Cox to give an update on the Student Services division. Ms. Cox discussed outreach efforts targeting Columbus County and Whiteville City high schools. She presented a power point and discussed placement assessments which accelerated students to go straight into college work. She indicated that this will be repeated in the 2016 spring semester. Ms. Cox discussed non-payment removals and advised that text messages and email correspondence were used simultaneously to bring students in to get everything taken care of before the start of classes. Ms. Cox discussed other events in regards to meeting students where they are and taking them to where we, as the college, want them to be. Dr. Clarke emphasized that the college is pursuing the students and is not waiting for the students to come to the college. Mr. Edmund commented on the positive way Southeastern is working with the school system, including marketing and the message as a whole. He further commented that he wanted the board to be aware of how the entities are working together and helping to stabilize enrollment. Mr. Edmund expressed appreciation to Ms. Cox for the information.

Live Projects / Patron Fees Update – Dr. Clarke presented the Live Projects / Patron Fees Update as required to be reported at the end of each semester. He discussed the programs and

how they generate income for the college. A copy of the report was included in the agenda packet.

Child Care Facility Budget Update – Dr. Clarke provided a power point illustration on child care revenues and expenditures. He was pleased to inform the board that it appears that the child care center will conclude the calendar year on the positive side with a net excess of \$3,957.99. Dr. Clarke spoke about the fact that the child care center employs credentialed teachers. He expressed appreciation to Ms. Ramsey and Ms. Cole for their efforts on bringing the child care facility's budget into the positive and stated that the college will continue tracking revenues and expenditures for the remainder of the fiscal year.

Connect NC Bond Referendum Update – Dr. Clarke updated the board on the college's marketing efforts in regards to the Connect NC Bond Referendum. He demonstrated display boards (24x36) that will be used to educate Columbus County citizens on how the bond will impact SCC and how the March 15 ballot will look. Dr. Clarke discussed college priorities and encouraged the trustees to use the display boards as needed when opportunities arise for them to speak about the bond referendum. Mr. Edmund encouraged the trustees to go into the communities and promote the passage of the bond referendum. He stated that the college submitted \$6,800 to the state for marketing purposes and the foundation funded \$3,000 for local advertising efforts. Mr. Edmund advised the he and Dr. Clarke are willing to accompany any trustee to community functions and organizations' meetings to speak if requested. Dr. Clarke advised that brochures will be available for distribution as well.

Statement of Economic Interest – Mr. Edmund discussed upcoming dates and events, including the requirement to submit an annual statement of economic interest by April 15. If no changes have occurred within the past year, a no-change form may be submitted.

Student Government Association's Report – SGA President Chase Robinson presented the SGA report and a copy was included in the agenda packet. He stated that the Student Government Association supports the NC Connect Bond and indicated that students were emailed about the upcoming bond referendum. Mr. Robinson discussed events scheduled for students in the near future.

Presidential Activities / Report – Dr. Clarke presented the presidential activities report and discussed a meeting that he, Beverlee Nance, and Mark Lennon had with the Communications Manager and other managers at International Paper in Riegelwood on December 4, 2015. He stated that they toured the facility and now have a customized training project at International Paper.

Reminders – Dr. Clarke reviewed upcoming events and advised that Southeastern will host the February 22 meeting of the Intergovernmental Council. Plans are to have the meeting in the Sasser Industrial Training Center in T Building. Dr. Clarke stated that this meeting is where all Columbus County municipalities come together, and he encouraged the trustees to attend and participate in the meeting.

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Mr. Edmund spoke about the foundation drive and the fact that 96% of employees are contributors. He stated that there is 100% participation by the board of trustees as well as the foundation board and the goal is to have 100% of employees as contributors.

There was no further business and a motion was made by Mr. Randy Britt to adjourn the meeting at 7:30 p.m.

Respectfully submitted,

Kathy P. Britt, Recording Secretary

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