

Minutes of the Board of Trustees
Southeastern Community College
October 9, 2018 @ 5:30 p.m., A Building, Hooks Boardroom

Present: Mr. Henry Edmund, Chair; Dr. Maudie Davis, Vice Chair; Mr. Jack Hooks, Ms. Emma Shaw, Mr. Randy Britt, Mr. Joe Hooks, Ms. Theresa Blanks, Mr. Robert Ezzell, Dr. Gary Lanier, and Mr. Terray Suggs

Absent: Mr. Brenden Jones and Ms. Pickett Council

Others Present: Dr. Anthony Clarke, President; Mr. Dan Figler, VP/Administrative Services; Ms. Sylvia Cox, VP/Student Services; Ms. Beverlee Nance, VP/Community and Workforce Development; Dr. Michael Ayers, VP/Academic Affairs; Ms. Liz McLean, Marketing and Outreach Director; Mr. Marcus Gallagher, Faculty Senate President; Mr. Tanner Bullard, SGA President, and Ms. Kathy Britt, Recording Secretary

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

Personnel Introductions: Dr. Clarke introduced the following new employees: Katrina Batten, Administrative Assistant, Plant and Maintenance; Amber Blevins, Electrical Engineering Instructor; Donna Jacobs, Child Development Lead Teacher; Danaysia Powell, Early College Liaison; Mr. John Guthrie, English Instructor, Ms. Barbara McKnight, Cosmetology Instructor, and Ms. Hope Tyson, Nursing Instructor were unable to attend the meeting.

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.

Agenda Request - Dr. Clarke asked for the removal of an agenda item, Authorization for Surplus Sale was not needed as the sale would need to be rescheduled to Spring, due to the unavailability of the National Guard Armory in the fall.

Approval of Meeting Agenda – A motion was made by Mr. Joe Hooks to approve the October 9 Board of Trustees meeting agenda with the removal of the Surplus Sale agenda item. Mr. Terray Suggs seconded the motion. Motion carried unanimously.

Oath of Office:

Clerk of Superior Court Jess Hill administered the Oath of Office to newly appointed board member Dr. Gary Lanier. Dr. Lanier was appointed by Governor Roy Cooper, and his term will expire on June 30, 2022. Dr. Lanier fills the seat previously held by Mr. Mark Cartret.

Introduction of 2018-2019 Student Government Association (SGA) Officers: The officers introduced themselves and gave a brief overview of their involvement in clubs/organizations as well as plans for the future. Tanner Bullard, President; Preston Prince, Vice President; Keslynn Pait, Secretary;

Dr. Clarke advised that the SGA is an active organization and has been instrumental in working with the Food Pantry for students.

Approval of Minutes:

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A motion was made by Mr. Joe Hooks to approve the July 16, August 16 and October 1, 2018 regular and special session minutes. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.

Approval of Budget Transfers for July-August 2017 – The Vice President/Administrative Services provided an update on the budget transfers. Mr. Edmund called for action on the request to approve the budget transfers report. **A motion was made by Mr. Bobby Ezzell to approve the budget transfers report as presented for the July-August timeframe. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

Approval of an SCC Resolution to Support the Levying of a ¼ Penny County Sales and Use Tax – Mr. Edmund discussed the proposed resolution of support and provided background information on how the monies generated from the tax would be utilized. He stated that the Board of County Commissioners initiated the process and is utilizing the Columbus Jobs Foundation as a vehicle to campaign for the support. If the ¼ penny sales tax is approved by the voters, monies generated would be distributed to the County Schools, Whiteville City Schools, and Southeastern. Approximately 1 to 1.2 million dollars would be generated each year from this tax and earmarked for capital needs. Everyone who purchases anything in Columbus County would pay this tax with few exceptions, such as fuel. Mr. Edmund further discussed the fact that if the ¼ penny tax does not pass, property owners may expect an increase in real estate taxes to be levied by the Columbus County Board of Commissioners in order to pay for the schools' capital needs. The ¼ penny tax request has been on the ballot three times in the past and has failed each time. The difference this time is that the tax is designated for capital needs to educate the children in Columbus County. In the past the public was not educated on the specific use of the tax. It was felt that this is the reason the tax was not approved by the voters. Mr. Edmund encouraged the trustees to be fully engaged in supporting the ¼ penny sales tax and to assist in getting the public educated on the fact that the money generated will be used specifically for capital outlay expenditures for the schools and Southeastern.

A motion was made by Mr. Randy Britt to approve the SCC Resolution to Support the Levying of a ¼ Penny County Sales and Use Tax. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.

Personnel Update – Dr. Clarke presented the Personnel Update report and highlighted various aspects. Dr. Clarke discussed the Director of Industrial & Workforce Development position that remains vacant. A question arose about the salary range for the position. The first candidate could not be hired as his salary requirements were above the salary for the position level based upon the staff salary plan.

SGA Activities Report – The SGA President, Tanner Bullard, presented the SGA Activities Report and briefly discussed each activity. He also discussed the involvement of ambassadors with college events, both on and off campus, Club and Sub Day, and the fact that there is an enthusiastic movement across campus to increase student activities.

Overview of 2018-2019 College Budget – Dr. Clarke presented an overview of the 2018-2019 college budget via power point. He discussed each slide and provided an update on the faculty and staff salary plans. Dr. Clarke indicated that twenty-three employees' salaries will be brought up to the minimum range equating to an increase of at least 2%, not to exceed 8%. The minimum salaries on the faculty salary scale was increased by 2% based upon the state raising the minimum faculty salaries by 2%. The

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increases will be paid in October, retroactive to July. Dr. Clarke clarified that the faculty salary scale has no maximum salary, only a minimum salary, based upon degree earned and years of teaching experience at SCC.

Dr. Clarke discussed the differences in Curriculum FTE and Workforce FTE and advised that the System Office attempted to get the two to be calculated using the same number of contact hours. The budget didn't change, the divisor changed. Either way, the FTE is the same now.

In the 2018-2019 budget, both Curriculum and Workforce FTE was calculated using 512 contact hours per FTE. Although the final FTE number changed, the funding per FTE was lowered so that the total amount budgeted did not change.

Dr. Clarke called on Vice President of Administrative Services, Dan Figler to talk about Management Flex and its meaning. There is an amount of \$569,000 that has been carried on the books for at least 10 years (based on a formula) that if the college decided to write-off, must get approval from the system office.

Mr. Figler also discussed the meaning of budget reversion. If tuition receipts aren't where the NCCCS budgeted at the state level, then the System Office may require colleges to return funds to the System Office. Reversions are typically about 1% of each college's budget, but can be up to 2%.

NC Career Coach Grant Update – Dr. Clarke advised that a career coach would serve as a guide for students who are interested in a pathway to an advanced manufacturing career. The career coach would be stationed at Southeastern with access to office space at each of the high schools in the County as needed. The position would be funded by the State Board if a local match requirement is met. Dr. Clarke has reached out to the Columbus County Industry Group and Board of County Commissioners for the local match and received enough funding to support it. A grant has been submitted, and the college should receive word on whether it will be funded by early January. This is a one-of-a-kind grant in North Carolina because it hires a career coach for a pathway as opposed to for a high school. If funded, it would be a 3-year grant.

SCC hosts a breakfast meeting with the Columbus County Industry Group on a quarterly basis in the T Building. This allows an opportunity for industries to state its needs for students in the advanced manufacturing field as well as provides opportunities for the college to better prepare students to enter the workforce.

Enrollment Update – Dr. Clarke presented a power point on enrollment management and discussed key points, especially how full-time equivalent (FTE), is calculated and its impact on the budget.

Facilities Update – Dr. Clarke updated the Board on facilities via a power point presentation. Construction on the T Building renovation began on October 8. Dr. Clarke reminded the Board that it is invited to attend any construction meetings with the State Construction office.

Committee / Work Group Structure – Dr. Clarke presented the 2018-2019 Committees / Workgroups structure slides and advised how the committees and work groups are linked to the Strategic Plan.

Procedure 4.07.01 Satisfactory Academic Progress Requirements for Financial Aid Recipients – Ms. Cox discussed revised procedures and added intervention strategies that have been implemented to assist

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with academic success. She explained how a student's financial aid may be affected when their academic progress begins to decline without the appropriate intervention. A review process has been added, and continued probation is also available if the student shows signs of progress with the expectation of continued improvement. A committee will review the appeals with faculty to create a great community awareness for all involved (procedure in student handbook). This effort is something that all colleges struggle with. SCC is taking a proactive approach to get to these students

College Activities Report – Dr. Clarke presented the College Activities Report for the period of July 17 – October 8, 2018. A copy of the report was included in the agenda packet.

Dr. Clarke highlighted information in regards to Hurricane Florence. He advised that TJ Long was on campus everyday throughout the storm and did a great job with damage prevention as well as cleanup after the storm.

Dr. Clarke discussed donation efforts that have occurred as a result of the storm, such as the Chris Wilcox event that consisted of a tractor-trailer load of supplies; employees' donations of \$2,600 supplemented by the Foundation donation of \$2,500 for employees who lost their homes or sustained major damage to their homes; and a food pantry for students and employees who are in need of supplies, food, and/or personal hygiene items has also been established.

Presidential Activities Report – Dr. Clarke reviewed the Presidential Activities Report for July 17-October 9, 2018. A copy of the report was included in the agenda packet.

Reminders – Dr. Clarke reviewed upcoming events and invited the trustees to attend.

There was no further business and a motion was made by Mr. Jack Hooks to adjourn at 7:35 p.m. Mr. Randy Britt seconded the motion. Motion carried unanimously.

Kathy P. Britt, Recording Secretary

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