

**Minutes of the Executive Committee of the
Southeastern Community College Board of Trustees
Special Session on Monday, November 1, 2018 @ 4:30 p.m.**

Present: Mr. Henry Edmund, Mr. Randy Britt, Ms. Emma Shaw; (Participating by phone: Mr. Jack Hooks and Mr. Joe Hooks)

Absent: Dr. Maudie Davis

Others Present: Dr. Anthony Clarke, Mr. Dan Figler, and Ms. Kathy Britt

Call to Order:

Mr. Edmund welcomed everyone to the Special Session Executive Committee meeting that was called to approve the designation of applicant's agent for the NC Division of Emergency Management.

Ethics Awareness and Conflict of Interest Reminder:

Mr. Edmund reviewed the Ethics Awareness and Conflict of Interest Reminder and asked that if anyone has a conflict or the appearance of conflict with respect to any matters coming before the Committee to refrain from any participation in the particular matter involved.

Voting Item:

Dr. Clarke explained the purpose of the designation of Applicant's Agent for the NC Division of Emergency Management. The designees would have signatory authority for FEMA documents and are Vice President/Administrative Services, Dan Figler, and Alice Paul, Accounting Specialist.

A motion was made by Mr. Randy Britt to appoint Mr. Dan Figler and Ms. Alice Paul as Applicant's Agent for the NC Division of Emergency Management regarding FEMA documents. Ms. Emma Shaw seconded the motion. Motion carried unanimously.

There was no further business and the meeting was adjourned at 4:35 p.m.

Kathy P. Britt

Recording Secretary

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