

Minutes of the SCC Board of Trustees  
November 17, 2014@ 5:30 p.m., Hooks Boardroom

**Present:** Mr. Henry Edmund, Chair, Dr. Maudie Davis, Vice Chair, Mr. Randy Britt, Mr. Harry Foley, Judge Jack Hooks, Mr. Joey Ray, Mr. Joe Hooks, Mr. Charles Lytle, Mr. Mark Cartret, Mr. Terray Suggs, Ms. Theresa Blanks, and Sarah Barnhart, Student Trustee and SGA President  
**Absent:** Mr. Robert Ezzell

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

**Welcome:** Mr. Edmund welcomed Dr. Clarke and expressed appreciation to him for accepting the position of president. He 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 decline voting on that item.

**Introduction of New Employees:**

Dr. Clarke introduced Ms. Concetta Bullard, Counselor in the Student Success Center. Ms. Bullard joined the staff on September 18 and holds a Masters in Counseling from UNC Pembroke.

Dr. Clarke introduced Ms. Sammie Worley, Counselor in the Student Success Center. Ms. Worley joined the staff on October 8 and holds a Masters in Counseling from Webster University.

**Veterans Memorial Park Request:**

Ms. Angela Norris, accompanied by Mr. Mike Clemmons, addressed the board regarding the proposed Veterans Memorial Park of Columbus County, Inc. She stated that the goal is for Southeastern Community College to be included in the establishment of a veterans' memorial park. Ms. Norris presented a packet of information consisting of Articles of Incorporation, filed on August 16, 2013, Bylaws, and pictures of what a proposed park would resemble. Ms. Norris discussed the need for ten acres of land to accommodate seven monuments, five service branches, two picnic areas, a tank, and a helicopter. She stated that the park will honor veterans, educate children, and promote Columbus County as well as surrounding counties. Ms. Norris indicated that they would maintain and keep liability insurance. She also stated that a monument would be erected giving Southeastern Community College the credit for its contributions. Various trustees had questions in regards to cost estimates, how it was determined that ten acres of land is needed, and time line for raising money. Ms. Norris indicated that there are federal funds to access grants, and donations. There were no further questions and Mr. Edmund thanked Ms. Norris for the presentation. He indicated that the trustees would discuss the matter further at a later date.

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### **Voting Items:**

**Approval of Minutes** – Mr. Edmund called for action on the regular session minutes of September 9 and October 15, 2014. **A motion was made by Mr. Randy Britt to approve minutes of September 9 and October 15, 2014. Mr. Harry Foley seconded the motion. Motion carried unanimously.**

**Authorization for Private Sale of Surplus Property** – Dr. Clarke requested approval to conduct a private sale of surplus property. He stated that the board of trustees must authorize a college official to dispose of surplus property by private sale at a negotiated price under Article 12 of G.S. 160A-267. Ms. Ramsey added that estimated proceeds are expected to be \$7,500 - \$8,000 and that a notice summarizing the contents of this authorization will be published once approved and no sale will be consummated until 10 days after its publication.

**A motion was made by Mr. Harry Foley to authorize private sale of surplus property, negotiations and advertisements as stated and as requested by Dr. Clarke. Mr. Joey Ray seconded the motion. Motion carried unanimously.**

**Approval of Policy Change concerning regular meeting dates** – Dr. Clarke requested approval to amend Procedure 1.1.1: Operations of the Board, Meetings, and Establishment of Meeting Times. During the September 9 board meeting, a motion to approve changing the board's regular meeting day from the 3<sup>rd</sup> Tuesday to the 2<sup>nd</sup> Tuesday of its' bimonthly meeting date was approved, and the policy needed to be amended to reflect the change. **A motion was made by Mr. Jack Hooks to amend the Procedure 1.1.1: Operations of the Board, to reflect the change as presented in the presented documentation. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

### **Consent Items:**

**Personnel Affirmations** – Dr. Clarke presented a personnel affirmations report to the board and requested approval of the moves. **A motion was made by Mr. Joey Ray to approve Personnel Affirmations Report as presented. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

### **Information Items:**

**Hiring Update** – Dr. Clarke updated the board on the status of vacant positions and advised that most of the positions are in the advertising stage. A status report was included in the agenda packet.

**Report on Original State Budget Allocations** – Ms. Ramsey presented a report (included in the agenda packet) on the original state budget allocations through October 31, 2014. She indicated that the college has a good budget in place and that we expanded the last three lines in summary. There were no questions and Ms. Ramsey concluded the report.

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**Report on College Revenue Sources** – Dr. Clarke presented a report on college revenue sources as requested by the board of trustees during a past board retreat. He indicated that he and Betty Jo Ramsey worked on the report which shows fund source, budget, percentage of total budget, and percentage of budget by fund source. The report shows where the college gets its money. Mr. Hooks inquired about Pell Grants. It was explained that Pell grants are needs based and that students get an allotted amount to be used for tuition, fees, and living expenses. Sixty-seven percent of students attending SCC receive Pell. Discussion was held regarding the fact that the college no longer participates in direct loans due to the default rate experienced and the negative impact it could have on Pell Grants in the future. A question arose regarding student fees and it was explained that tuition money goes to Raleigh and is distributed based on FTE. Self-supporting tuition is primarily earned in the summer, which the college retains.

**Budget Update** – Ms. Ramsey presented the FY 2014-2015 County Current Expenditures vs Budget report, copy included in the agenda packet. The report showed a 2.94% deficit or \$38,000 as of October 31, 2014. Ms. Ramsey indicated that the college will recoup the loss that was due to heavy upfront premiums for insurance.

**Construction Update** – Ms. Ramsey presented the Construction Project Status Report:

**Applied Technologies Building** – NCCCS#1748-Advanced Planning – No new activity.

**D Building Teaching Auditorium Renovation NCCCS# 1937** – Construction on the renovation phase of the project began on August 18, 2014 with an original time frame of 120 calendar days for all work to be completed, no later than December 16, 2014. Five change orders have been approved to date, increasing the original construction contract with Graka by \$41,773.01. Two of the five change orders included allowing an additional 30 days to the contract and extending the completion date to January 15, 2015.

Ms. Ramsey discussed action taken by the Executive Committee on October 15 (to avoid any critical delays due to lack of funds) which increased the total project costs by \$10,000 using funds from the current year's county capital outlay appropriation. The request was also approved by the NC Community College System office. A copy of the report was included in the agenda packet.

**Continuing Education** – Ms. Beverlee Nance presented the Continuing Education Comparative FTE Annualized Summer Semester Report. The report compared summer 2013 to 2014 and resulting FTE increase or decrease. A copy of the report was included in the agenda packet.

Ms. Nance also presented the Continuing Education Class Visitation Internal Audit Plan for Summer Semester 2014. A copy of the report was included in the agenda packet. Mr. Lytle inquired about how fellow colleges ranked in FTE. Ms. Nance stated that she could get comparison information and share with the board. She indicated that many schools hit a plateau but Southeastern has a high ranking, and

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we are at or above average. Mr. Hooks asked about prisons. Ms. Nance explained that there is no incentive for night classes for prisoners.

**Summer 2014 Curriculum FTE/Enrollment Report** – Ms. Lauren Cole presented the summer 2014 Curriculum FTE/Enrollment Report and a copy was included in the agenda packet. The college earned 56 FTE for summer 2014, down 47 from 2013. Summer 2014 is the first summer we received funding for STEM and developmental courses. Ms. Cole stated that the comparison is in line with Bladen and ahead of Brunswick. She stated that FTE is based on unduplicated head count. Contact hours divided by 512 to determine FTE.

**Enrollment Management Overview** - Discussion continued regarding the college finding solutions to enrollment challenges. Dr. Clarke advised that occupational skills is holding its own on FTE count. Dr. Clarke discussed basic skills decrease, hopefully due to students obtaining a high school diploma. Dr. Clarke gave a power point presentation on enrollment management and an overall picture of what we are doing to impact spring enrollment. He stated that the college will open at noon on January 5, 2015 for registration and a more flexible curriculum schedule will be incorporated for spring semester. The trustees expressed appreciation to Dr. Clarke for the informative presentation.

**Student Government Report** – SGA President Sarah Barnhart presented the Student Government report for the period of September – November 17. A copy of the report was included in the agenda packet.

**Presidential Activities / Report** – Dr. Clarke presented the presidential activities report. He discussed the WECT interview with Justin Smith; curtailment of use of credit card; procurement cards; and vendor policy. Dr. Clarke stated that he met with several board of trustee members and has a few more appointments scheduled. He indicated that he is happy to be president of the college and looks forward to working with faculty and staff.

Dr. Clarke reviewed upcoming events.

**Faculty Senate** - Faculty Senate President Gail Auten advised that the group is stronger now than in previous years. She stated that there are 42 members and there are faculty actively interested in serving on committees now.

Mr. Edmund thanked Ms. Auten for the comments and commended her on the update.  
Request to Enter Closed Session in accordance with N.C.G.S. 143-318.11(a) (1) to review minutes from previous closed sessions.

**A motion was made by Mr. Joey Ray to enter Closed Session. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

Minutes from Closed Sessions of March – September, 2014 were reviewed.

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**A motion was made by Dr. Maudie Davis to reenter Open Session. Mr. Joey Ray seconded the motion. Motion carried unanimously.**

**A motion was made by Mr. Harry Foley to approve Closed Session minutes of March 18, 2014, May 1, 2014, May 20, 2014, August 11, 2014, and September 9, 2014. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

Mr. Edmund thanked the board members for attending the meeting and for their support during the process of hiring a new president. He stated that he hoped Dr. Clarke felt comfortable being at the college and within the community. Mr. Randy Britt stated that he thought the college was off to a great start and that he was really impressed. Several trustees commented on the enrollment management presentation and how impressive it was.

**A motion was made by Mr. Randy Britt to adjourn at 7:30 pm. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

Respectfully submitted,

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Kathy P. Britt,  
Recording Secretary