

**Minutes of the Board of Trustees
Southeastern Community College
November 19, 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 Ms. Pickett Council

Absent: Mr. Brenden Jones and Mr. Terray Suggs

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; Ms. Emily Russ, Faculty Senate Vice-President; Mr. Tanner Bullard, SGA President, and Ms. Kathy Britt, Recording Secretary

Welcome: Mr. Edmund welcomed everyone and noted the nice coverage of the Advanced Manufacturing Center's Groundbreaking ceremony that was held just prior to the Board meeting.

Visitors: Mr. Edmund welcomed former trustees, Mark Cartret and Harry Foley to the meeting.

Personnel Introductions: Dr. Clarke introduced the following new employees: Ashley Butler, Foundation Operations Associate, John Guthrie; English/Humanities Instructor; Barbara McKnight, Cosmetology Instructor, Hope Tyson, Nursing Instructor and Kimberly Fine, Division Chair of Health Technologies/Director of Nursing.

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.

Add-on Agenda Item for Open Session: Mr. Edmund introduced an additional item to be added to the agenda. He received an offer from Mr. Arthur Williamson's son to donate a parcel of land, including its pond, to the college. The property is adjacent to SCC property and borders the Hwy. 74 Bypass.

Approval of Meeting Agenda: A motion was made by Mr. Jack Hooks to approve the agenda with the additional item, Consideration of a Real Estate Transaction. Mr. Randy Britt seconded the motion. Motion carried unanimously.

Presentation of Resolutions to Former Trustees Mark Cartret and Harry Foley: Mr. Edmund called on Mr. Cartret and Mr. Foley to come forward and accept individual resolutions recognizing their service as trustees. Mr. Edmund read the resolutions and thanked them for their service.

Voting Items:

Approval of Minutes: Mr. Edmund requested approval of minutes. **A motion was made by Mr. Randy Britt to approve the October 9 Regular Session and November 1 Executive Committee Session. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

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Approval of Sale of Surplus Property to Columbus County Schools: Dr. Clarke called on Mr. Figler to discuss surplus sale property. Mr. Figler advised that the college has 26 computer switches that were replaced last fiscal year as part of the equipment refresh program for Information Technology. These switches are available surplus property. He further stated that the college has been contacted by the Columbus County Schools Chief Technology Officer, Adam Sellers, with an offer of \$950 to purchase this surplus property for the school system.

Since this would be a public sale, statute dictates that the College advertise the intent to sell this property to Columbus County Schools. The ad would be placed in the local newspaper to run for a period of five days. If there is no outside response, the College would proceed with the sale of property to Columbus County Schools.

A motion was made by Mr. Jack Hooks to proceed with the advertisement of the intent to sell this property to the Columbus County Schools for \$950. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.

Approval to Reassign Air Conditioning and Heating Technology Fee from Fall to Spring Semester: Dr. Ayers requested approval to reassign the cost of the North American Technician Excellence (NATE) Certification from AHR212, Advanced Comfort Systems, a fall course to AHR120, HVACR Maintenance, a spring course. This will allow students to receive an additional semester of instruction before sitting for the certification test. The current certification fee is \$200, and this change would be effective for the Spring 2019 semester.

A motion was made by Ms. Pickett Council to reassign the Air Conditioning and Heating Technology Fee from Fall to Spring Semester. Dr. Maudie Davis seconded the motion. Motion carried unanimously.

Approval of Budget Transfers through October 2018: Mr. Figler updated the Board on budget transfers and indicated that the college is at the point it should be at this time. As of October 31, the allocated state budget amount is \$14,556,009. Dr. Clarke explained each line under new allocations and money released since the budget was approved. This provides a clearer view of how the budget is being managed as well as the source of money.

A motion was made by Mr. Randy Britt to approve the budget transfers through October, 2018. Dr. Maudie Davis seconded the motion. Motion carried unanimously.

Consideration of Real Estate Transaction: Mr. Edmund discussed the offer from Mr. Arthur Williamson's son, Buddy Williamson, to donate a parcel of land, including its pond, to the college. The property is adjacent to SCC property and borders the south side of Hwy. 74. Mr. Edmund advised that the college attorney, Carlton Williamson, was of the opinion that the college should acquire the property. **A motion was made by Ms. Pickett Council to accept the offer of property located along Hwy 74 from Mr. Williamson, at no charge to the college, and contingent upon the repair of the fence by the college. Ms. Emma Shaw seconded the motion. Motion carried unanimously.**

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Personnel Update: Dr. Clarke reviewed the Personnel Update report. A copy of the report was included in the agenda packet.

SGA Activities Report: SGA President, Tanner Bullard, reviewed the SGA Activities Report and highlighted various activities on the report. Mr. Bullard updated the Board of Trustees on the ongoing Rams Pantry project. Dr. Clarke acknowledged the involvement of the Student Government Association with campus activities and how it focuses on the well-being of students.

Workforce Continuing Education Class Visitation Report: Ms. Beverlee Nance presented the Class Visitation Report for the 2018 Summer Semester. A copy of the report was included in the agenda packet.

County Budget Expenditures Plan: Mr. Dan Figler presented the County Budget Expenditures Plan. A discussion was held in regards to upcoming projects such as the installation of security cameras in A Building and a new 70-ton chiller in the Nesmith Building. Dr. Clarke discussed the need for cameras in the T Building and the progress being made with the T Building renovations. Looking ahead, a discussion was held regarding paving, solar shades, and the Facilities Master Plan. Dr. Clarke indicated that the LED sign will be located in front of the Cartrette Building.

Student Services Area Improvement Update: Dr. Clarke encouraged the trustees to check out the changes/improvements made in the Student Services area. The renovations were made to provide a more welcoming atmosphere to students.

Dr. Clarke advised that a reception desk similar to the new one in Student Services will be installed in the HHS Building. There is approximately \$6,865 remaining that will be used to purchase a newer, more colorful, welcome sign, in the Koonce Lobby in A Building. He expressed appreciation to the Board of Trustees for the upgraded areas.

Enrollment Update: Dr. Clarke updated the Board of Trustees on the status of enrollment. He stated that the college is beyond 50% toward the goal to have 85% of current, non CCP students registered by the end of November. Ms. Council commended the faculty and staff on the accomplishment, especially with the Hurricane Florence impact to Columbus County and surrounding areas.

Mr. Lanier was excused from the meeting at 6:35 p.m.

Facilities Update: Mr. Figler spoke about change orders and advised that construction is on time. A \$6,159 change order was discovered and has to be corrected. There was only one change order that involves a money change. Change orders over \$50,000 are required to come before the Board of Trustees for approval. A construction meeting is scheduled soon, and the change order is for B Building.

College Activities Report: Dr. Clarke highlighted various areas of the report. A copy of the report was included in the agenda packet.

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Presidential Activities Report: Dr. Clarke presented the Presidential Activities Report and discussed various points.

Dr. Clarke reminded the trustees of upcoming events (Performing Arts Series) and invited them to attend. He also invited the trustees to the Employee/Retiree Holiday Luncheon scheduled for December 13 in the Nesmith Student Center.

A motion was made by Mr. Randy Britt to recess the meeting and to enter Closed Session to discuss a personnel matter and in accordance with N.C.G.S. 143-318.11(a)(6). Mr. Joe Hooks seconded the motion. Motion carried unanimously.

A motion was made by Mr. Randy Britt to reconvene in Open Session. Ms. Pickett Council seconded the motion. Motion carried unanimously.

There was no action taken in Closed Session.

There was no further business and a motion was made by Mr. Joe Hooks to adjourn at 7:20 p.m. Mr. Randy Britt seconded the motion. Motion carried unanimously.

Kathy P. Britt, Recording Secretary

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