

**MINUTES OF THE
SOUTHEASTERN COMMUNITY COLLEGE BOARD OF TRUSTEES
November 20, 2017 @ 5:30 p.m., Hooks Boardroom**

Present: Mr. Henry Edmund, Chair; Mr. Bobby Ezzell, Mr. Jack Hooks, Mr. Joe Hooks, Mr. Randy Britt, Dr. Maudie Davis, Ms. Theresa Blanks, Mr. Mark Cartret, Mr. Harry Foley, and Ms. Emma Shaw

Absent: Mr. Terray Suggs, Mr. Brenden Jones, and Mr. Charlie Lytle

Others Present: Dr. Anthony Clarke, President, Beverlee Nance, Vice President/Workforce and Community Development, Sylvia Cox, Vice President/Student Services, Alison Soles, Director/Administrative Services, Jonathan Hester, Faculty Senate Chair, Haylee Damato, Administrative Assistant/Marketing, Kailey Paul, SGA President, and Kathy Britt, Recording Secretary

Welcome: Mr. Edmund welcomed newly appointed trustee, Ms. Emma Shaw. Ms. Shaw was recently appointed by Governor Cooper.

Ms. Shaw stated that she is honored to be appointed to the SCC Board of Trustees by Governor Cooper and that she looks forward to being a part of the great work that the Board of Trustees is doing. She further stated that she is a certified K-6th grade teacher employed by the Columbus County Schools system. Ms. Shaw advised that this is the second governor's appointment that she has accepted, with the first by former Governor Perdue.

Personnel Introductions: Dr. Clarke introduced the following new employees: Angela McDuffie, Director/Healthcare Training; Polly Whitesides, NC Pre-K Teacher/Childcare Development Center; Wendy Brock, e-Learning Specialist; Millicent Collins, Director/Retired Senior Volunteer Program (RSVP); ~~Jennifer White~~ (unable to attend); Joy Burroughs, Healthcare Training Instructor; Leigh Edwards, Student Services Specialist

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.

Approval of Meeting Agenda: Dr. Clarke asked for an additional item to be added to the agenda. In accordance with Internal Revenue regulations, Dr. Clarke advised the trustees of the requirement for them to complete an I9 Form. A motion was made by Mr. Harry Foley to approve the November 20 meeting agenda with the additional item, I9 Form completion. Mr. Randy Britt seconded the motion. Motion carried unanimously.

Resolution for Recognition of Charles Lytle's service to the Board of Trustees: Mr. Lytle was unable to attend the November 20 meeting. Mr. Edmund postponed the presentation until the January 16, 2018 Board of Trustees meeting.

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Oath of Office:

Clerk of Court Jess Hill administered the Oath of Office to the newly appointed board member Ms. Emma Shaw. Ms. Shaw is appointed to a four-year term by the Governor's Office. Her term will expire on June 30, 2021.

Invitation: Clerk of Superior Court, Jess Hill, extended an invitation to the Board of Trustees to attend an Open House at the Courthouse on Tuesday, December 19, 2017.

Approval of Minutes:

A motion was made by Mr. Randy Britt to approve the September 18 Board of Trustees meeting minutes. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.

Approval of Budget Transfers for September-October 2017: Dr. Clarke did a power point presentation on budget transfers for the September-October 2017, time frame. After discussion, **a motion was made by Mr. Joe Hooks to approve the Budget Transfers report. Dr. Maudie Davis seconded the motion. Motion carried unanimously.**

Approval of Specific Fees for Workforce Continuing Education: Ms. Nance requested approval of the new student fees for the Spring Schedule, included in the SCC Specific Fees List. **A motion was made by Dr. Maudie Davis to approve the student fees listing as presented. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Approval of Workforce Continuing Education Accountability and Integrity Plan:

Ms. Beverlee Nance, Vice President/Workforce and Community Development, presented the Workforce Continuing Education Accountability and Integrity Plan to the Board of Trustees for consideration. The plan replaces the former internal audit plan. Ms. Nance stated that the NC Community Colleges are mandated through the State Board of Community College Code to review the programs provided to ensure that the training is relevant to the workforce, responsive to training needs, and is responsible for state funds. She stated that the plan will be monitored and reviewed at least twice per year by an internal team and reviewed for approval every three years by the Board of Trustees. After discussion by the Board, **a motion was made by Mr. Harry Foley to approve the Workforce Continuing Education Accountability and Integrity Plan as presented. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

Approval of 2017-2020 Workforce Continuing Education Class Visitation Plan:

Ms. Beverlee Nance, Vice President/Workforce and Community Development, presented the 2017-2020 Workforce Continuing Education Class Visitation Plan for consideration by the Board of Trustees. She reviewed the backup documentation that was included in the agenda

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packet and discussed the four new areas that are being tracked. Ms. Nance advised that unannounced visits will be made to at least fifty percent of all noncredit off-campus classes, fifty percent of all distance education classes (electronically) and twenty-five percent of all on-campus classes. She concluded the presentation and asked for questions/comments. **A motion was made by Mr. Randy Britt to approve the 2017-2020 Workforce Continuing Education Class Visitation Plan as presented. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Mr. Harry Foley left the meeting.

Position Vacancy Status: Dr. Clarke reviewed the Position Vacancy Status and Personnel Update reports that were included in the agenda packet. He stated that interviews were held recently for the Vice President/Academic Affairs position and that all were strong candidates. Dr. Clarke plans to conduct a follow-up interview for the top candidate, and his plans are to have the person on board in January, 2018. Dr. Clarke expressed appreciation to the current vice presidents for their assistance while the college advertised and interviewed candidates for the vacant Vice President of Academic Affairs position.

Dr. Clarke stated that the college does not have a strong pool of candidates for the Physics and Electrical Engineering instructor position. The position will be re-advertised in January 2018. No one has been hired to do research reporting yet and a consultant is coming to the college for a couple of days per month to run needed reports. Ms. Sara Kathryn Davenport, Division Chair/Arts and Sciences has submitted her resignation and is getting married soon. Dr. Clarke indicated that the Division Chair position that Kathryn holds will be filled internally. Ms. Elizabeth High will serve as a fill-in person for this position.

Student Government Association Report: SGA President, Ms. Kailey Paul, presented the Student Government Association Activities Report and reviewed upcoming events. A copy of the report was included in the agenda packet.

Enrollment Update: Dr. Clarke did a power point update on enrollment. He stated that the college experienced an increase in enrollment in the Fall and that everyone is working diligently to retain students in the Spring Semester 2018.

Facilities Planning: Dr. Clarke updated the Board on the Facilities Planning information that was discussed during the Facilities Committee meeting held earlier in the afternoon. Dr. Clarke stated that the preliminary schedule is on target.

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Items for Surplus Sale on Saturday, December 2, 2017: **Items for Surplus Sale on Saturday, December 2, 2017:** Dr. Clarke discussed the upcoming surplus sale scheduled for December 2, 2017, and an itemized listing of sale items was included in the agenda packet. The surplus sale will be held at the National Guard Armory, and all items must be removed before Monday, December 4. The college was not charged for the use of the Armory. There were 4 items identified for sealed bids, and those items will be located in the B Building parking lot. There is no upset bid process.

Continuing Education Internal Audit Class Visitation Reports, Spring 2017 and Summer 2017: Ms. Nance presented the Continuing Education Internal Audit Class Visitation Reports for Spring and Summer 2017, and there were no questions.

Discussion and Approval of Policy 1.08 Naming of Facilities and Procedure 1.08.01 Naming Tributes: Mr. Edmund discussed the proposed policy 1.08 and procedure 1.08.01 that was included in the agenda packet. He explained that proposed changes are shown in red and advised that the policy solidifies the Board's policy and procedures and gives it control as future naming decisions are made. A discussion was held regarding buildings/rooms/areas that are already named across campus. After the discussion, **a motion was made by Mr. Randy Britt to approve the Policy 1.08 Naming of Facilities and Procedure and the Procedure 1.08.01 Naming Tributes with the inclusion of adding the Simms Small Business Center to the listing of areas in T Building that are already named. Mr. Mark Cartret seconded the motion. Motion carried unanimously.**

Mr. Jack Hooks left the meeting at 7:00 p.m.

Discussion of Requirement of I-9 forms for Board members (added at Board meeting): Dr. Clarke distributed copies of I-9 forms for the trustees to complete and return by the January 16 Board of Trustees meeting, including specific items that are acceptable forms of identification. Acceptable forms of identification include a passport or a driver's license, plus one other form of identification.

College Activities Report: Dr. Clarke reviewed the College Activities Report and highlighted various areas. A copy of the report was included in the agenda packet. Mr. Edmund discussed the Performing Arts series and encouraged the trustees to support the Performing Arts with their attendance. He complimented the events that have been held throughout the year.

Presidential Activities Report: Dr. Clarke reviewed various aspects of the Presidential Activities report. A copy of the report was included in the agenda packet.

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Dr. Clarke highlighted the new placemats that will be distributed on food trays at the McDonald's locations in Whiteville. He complimented the work of Haylee Damato and Liz McLean for the new ideas that will continue to increase the marketing presence of the college .

There was no further business, and **a motion was made by Mr. Mark Cartret to adjourn at 7:12 p.m. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

Kathy P. Britt
Recording Secretary

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