

**Minutes of the Board of Trustees
Southeastern Community College
March 19, 2018 @ 5:30 p.m., Hooks Boardroom**

Present: Mr. Henry Edmund, Chair; Mr. Joe Hooks, Ms. Theresa Blanks, Ms. Emma Shaw, Mr. Bobby Ezzell, Mr. Jack Hooks (by phone), and Mr. Terray Suggs (by phone)

Absent: Dr. Maudie Davis, Mr. Mark Cartret, Mr. Harry Foley, Mr. Randy Britt, and Mr. Brenden Jones

Others Present: Dr. Anthony Clarke, President, Dan Figler, Vice President/Administrative Services, Jonathan Hester, Faculty Senate Chair, Liz McLean, Marketing Director, and Kathy Britt, Recording Secretary

Vice Presidents Nance, Cox, and Ayers were unable to attend the meeting due to out-of-town meetings.

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

Personnel Introductions: Dr. Clarke introduced the following new employees: Ms. Victoria Baxley, Basic Skills Instructor; Mr. Samuel Enzor, Basic Skills Instructor; Mr. Eric Prout, Computer Information Technology Instructor; Ms. Cristian Wood, Business Administration Instructor. Mr. Edmund welcomed everyone on behalf of the Board of Trustees.

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 –A motion was made by Ms. Theresa Blanks to approve the March 19 agenda. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.

Approval of Minutes:

Mr. Edmund asked for a motion on the approval of the January 16, 2018 minutes. **A motion was made by Mr. Joe Hooks to approve the January 16, 2018 minutes. Ms. Emma Shaw seconded the motion. Motion carried unanimously.**

Approval of Budget Transfers for January-February 2018:

Dr. Clarke called on Mr. Dan Figler, Vice President/Administrative Services, to present. Mr. Figler reviewed documentation included in the agenda packet. He indicated that the college is adhering to the budget and is on target with spending. Mr. Figler briefly discussed state and county funds and advised that prior year carryover is gone. **A motion was made by Mr. Bobby**

**Minutes of the Board of Trustees
Southeastern Community College
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Ezzell to approve the budget transfers for January-February 2018. Mr. Jack Hooks seconded the motion. Motion carried unanimously.

Approval of Travel Reimbursement Rates:

Mr. Figler discussed proposed changes to the college's travel policy and reimbursement rates. The current SCC reimbursement rates for employees in travel status are .50 cents per mile up to and including 100 miles and .17 cents per mile over 100 miles.

The revised policy impacts mileage reimbursement for use of personal vehicles. The previous 100-mile round trip per day of travel status does not apply. Prior travel policy calculated 100 miles per day that the employee is in travel status. Mileage reimbursed will no longer consider days that the employee is in travel status.

When round trip mileage does not exceed 100 (regardless of the number of days traveled), employees can be reimbursed the business standard mileage rate set by the IRS when using their personal vehicle for state business.

When round trip mileage does exceed 100 miles (regardless of the number of days traveled), employee can be reimbursed at a rate that would not exceed .33 cents a mile.

Mr. Figler requested approval of SCC reimbursement rates for employees in travel status at .50 cents per mile up to and including 100 miles and .30 cents per mile when round trip mileage exceeds 100.

A motion was made by Ms. Theresa Blanks to approve setting the SCC reimbursement rates for employees in travel status at .50 cents per mile up to and including 100 miles and .30 cents per mile when round trip mileage exceeds 100. Ms. Emma Shaw seconded the motion. Motion carried unanimously.

Approval of 2018-2019 County Operational Budget Request:

Mr. Figler presented information regarding the proposed 2018 county funds budget request. He provided a power point demonstration of a 4.6 percent increase in funding request compared to last year. Much of the increase is due to security changes such as the installation of push doors that automatically lock when closed as well as other changes. Dr. Clarke indicated that he will discuss with the Board of County Commissioners the need for increased security measures, especially since the incident that was experienced on February 8 resulting in a campus-wide lock down. **A motion was made by Mr. Bobby Ezzell to approve the county funds budget request as presented, for 2018-2019. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

**Minutes of the Board of Trustees
Southeastern Community College
March 19, 2018 @ 5:30 p.m., Hooks Boardroom**

Approval of 2018-2019 County Capital Outlay Budget Request: Dr. Clarke presented an overview of the 2018-2019 County Capital Outlay Budget Request. The timeline illustrated ten, twenty, and thirty year plans, and a discussion was held on which plan would be best for the college to present to the Board of County Commissioners. Dr. Clarke stated that the county allocated \$140,000 for FY 2017-2018. There is a much greater need of \$7,000,000 to maintain the physical plant with HVAC and roof replacements. After discussion, the general consensus of the trustees was for Dr. Clarke to proceed with the 20-year plan and \$715,572 in capital outlay funding request. **A motion was made by Mr. Bobby Ezzell to proceed with the 20-year plan presentation. Ms. Emma Shaw seconded the motion. Motion carried unanimously.**

Approval of Workforce / Continuing Education Fall 2017 Class Visitation Report: Dr. Clarke reviewed the report and stated that there were no concerns documented and that classes were meeting as scheduled. **A motion was made by Mr. Terray Suggs to approve the Workforce/Continuing Education Fall 2017 Class Visitation Report as presented. Ms. Theresa Blanks seconded the report. Motion carried unanimously.**

Approval of 2018-2019 Curriculum Student Fees: Dr. Clarke reviewed Voting Item #8 and discussed proposed changes for Curriculum Student Fees and Curriculum Course Fee Changes. He discussed a proposed .50 increase in the cost of ID fees, and an additional \$5.00 graduation fee that was included in the fees chart. He also discussed the course fee changes to fund instructional supplies. A copy of the proposed 2018-2019 Curriculum Course Fee changes and/or deletions was included in the agenda packet. **A motion was made by Ms. Theresa Blanks to approve the 2018-2019 proposed Curriculum Student Fees and Curriculum Course Fee Changes and/or Deletions as proposed. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

Approval of change to Procedure 1.01.01 Operations of the Board: Dr. Clarke presented the current procedure 1.01.01 – Operations of the Board and a proposed procedure 1.01.01 – Operations of the Board. He reviewed the updated information and requested approval of the proposed procedure. A question arose in regards to the legality of electronic notifications for board meetings. **A motion was made by Mr. Jack Hooks to approve proposed Procedure 1.01.01, Operations of the Board. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

Approval of change to Policy 5.29 Disciplinary Action, Suspension and Dismissal: Dr. Clarke presented proposed updates to Policy 5.29, Disciplinary Action, Suspension and Dismissal. The title would change to Corrective Action – Disciplinary Action and Performance Improvement Plans. Dr. Clarke reviewed some of the specifics of the plan and advised that the policy will help employees who are struggling to improve performance as well as gives them an opportunity to appeal decisions. **A motion was made by Ms. Theresa Blanks to approve the**

Minutes of the Board of Trustees
Southeastern Community College
March 19, 2018 @ 5:30 p.m., Hooks Boardroom

proposed changes to Policy 5.29 as presented. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

Approval of Policy 5.42 Employee Recognition: Dr. Clarke presented a proposed Policy 5.42: Employee Recognition. He discussed two procedures, a service award recognized in the first year of employment and subsequent five-year increments. After completion of the first year, a certificate (signed by the chairperson of the Board of Trustees) will be presented to the employee. After the 5-year increment, a plaque with replaceable name plate will be presented to employee for display in their office. The second procedure under this policy addressed the Christina and O'Dell Scott Meritorious Service Award. **A motion was made by Mr. Joe Hooks to approve proposed Policy 5.42, Employee Recognition. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Mr. Terray Suggs dismissed himself from the conference call.

I-9 Forms for Board of Trustees: Mr. Edmund reminded the trustees to submit I-9 forms as required. He asked Dr. Clarke for an update on submissions.

Statement of Economic Interest: Mr. Edmund reminded the trustees about the April 15 deadline to submit the Statement of Economic Interest form. A monetary fine could be applied to individuals who do not meet the April 15 deadline.

Personnel Update: Dr. Clarke reviewed the Personnel Update report and Position Status Report included in the agenda packet.

Student Government Association Report: SGA President Kailey Paul presented the Association's report. A copy of the report was included in the agenda packet for the trustees' review.

Enrollment Update: Dr. Clarke provided a spring enrollment update that projects a 6 percent increase in Curriculum FTE. He explained the 2-year average formula and commended faculty for a job well done. He also commended the Leadership Team for its work and noted that the increase in FTE is mostly due to growing the college's partnerships with the high schools. He spoke about some of the challenges facing traditional as well as adult students. Dr. Clarke concluded the power point and expressed appreciation for the staff and faculty's work to increase in FTE.

Facilities Planning: Dr. Clarke updated the Board on Facilities Planning. He noted that there were no major changes since the last board meeting and the project is progressing as planned.

Holiday Schedule: Dr. Clarke discussed the fact that the state allows for 12 paid holidays. He provided background information as to how/why the legislature became involved in the number of paid holidays that each of the 58 community colleges awards to employees. He advised that

**Minutes of the Board of Trustees
Southeastern Community College
March 19, 2018 @ 5:30 p.m., Hooks Boardroom**

in the past, the SCC Board of Trustees established 15 paid holidays for faculty and staff. Dr. Clarke will be studying how/where to remove 3 days from the current holiday schedule in order to bring the college into compliance with the state paid holidays. Thanksgiving holidays, winter break, and Easter holidays will be considered as the President's Cabinet studies removal of 3 days. The information will be brought back to the Board for consideration effective the fiscal year 2018-2019.

Career and College Promise (CCP) Program: Mr. Edmund discussed progress made regarding the CCP Program and extended appreciation to trustees Randy Britt, Jack Hooks, and Joe Hooks for their assistance in resolving matters of interest about the program. Dr. Clarke stated that four instructors were previously located at Whiteville High School. The new plan is for two instructors to teach at Whiteville High School, two at South Columbus, and two will alternate between East and West Columbus High Schools. The agreement is that Southeastern will pay for the facilitator to work with the instructors at East and West Columbus High Schools.

SACSCOC Fifth Year Report Results: The college recently received the results of the Fifth Year Report, and the majority of the findings are more about *how* we reported than what the college is doing. Mr. Michael Ayers, Vice President/Academic Affairs, is addressing the findings with faculty, and Dr. Clarke is confident any issues will be resolved appropriately to meet the expectations of SACSCOC. The college will be monitored, which will help the college prepare for the ten-year report. Responses are due in September.

Procedure 5.29.1 Corrective Action – Disciplinary Action and Performance Improvement Plan: Dr. Clarke reviewed the Corrective Action procedure and highlighted various elements of the document.

Procedure 5.42.1 Service Awards - Dr. Clarke reviewed the procedure that will be used to recognize employees service to the college. A copy of the document was included in the agenda packet for the trustees' review.

Procedure 5.42.2 Christina & O'Dell Scott Meritorious Service Award: Dr. Clarke reviewed the procedure that will be used to recognize meritorious service. He highlighted nominating criteria and guidelines as stated in the backup documentation.

Updated procedure 8.01.04 Children on Campus: Dr. Clarke presented the proposed procedure 8.01.04, Children on Campus. The current procedure 3.1.27 is vague and doesn't adequately address the needs of traditional and/or non-traditional students.

College Activities Report: Dr. Clarke was pleased to present the College Activities Report for the period January 6 – March 18, 2018. He referred to the copy included in the agenda packet and highlighted various sections of the report. A few questions were addressed by Dr. Clarke in regards to the lockdown occurrence on February 8 and how the investigation is being addressed.

**Minutes of the Board of Trustees
Southeastern Community College
March 19, 2018 @ 5:30 p.m., Hooks Boardroom**

He discussed the safety measures that have been established and the fact that the college is a public institution and cannot be closed down due to the incident. He reiterated the measures taken to improve campus security.

Presidential Activities Report: Dr. Clarke referred to the Presidential Activities Report that was included in the agenda packet and welcomed questions or comments.

Reminders: Dr. Clarke reviewed upcoming events as listed on the agenda.

Miscellaneous:

Mr. Edmund expressed appreciation to all who were involved in finding a solution to the perceived issues with the College Career and Promise (CCP) situation. He praised everyone involved for the work done in a tough situation.

Mr. Edmund called on the Faculty Senate President, Jonathan Hester, for comments. Mr. Hester updated the Board on Cosmetology-related matters. He recently attended a conference wherein a major discussion was about the deregulation of Cosmetology licensing. Mr. Hester expressed great concern in regards to the needed training for Cosmetology students if this should occur. Mr. Hester also updated on the number of students remaining in the program, currently 5 seniors, and he also gave the status of the next group of students.

Mr. Edmund called on Ms. McLean to update on Marketing and Outreach. She discussed getting new double-sided billboards that will be located one mile from South Columbus High School towards Tabor City. Ms. McLean also provided an update on online marketing and website changes and explained the procedure regarding how content owners are relied upon to keep their information on the website up-to-date.

Mr. Edmund concluded the meeting and expressed appreciation to all.

A motion was made by Ms. Theresa Blanks to adjourn at 7:45 p.m. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.

Kathy P. Britt
Recording Secretary

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