

Minutes of the SCC Board of Trustees
March 21, 2016, A Building, Hooks Boardroom

Present: Mr. Henry Edmund, Chair; Mr. Bobby Ezzell, Mr. Jack Hooks, Mr. Mark Cartret, Dr. Maudie Davis, Mr. Brenden Jones (by phone), Mr. Harry Foley (by phone) and Mr. Chase Robinson, Student Trustee and SGA President

Absent: Mr. Randy Britt, Mr. Joe Hooks, Mr. Charles Lytle, Mr. Terray Suggs, Ms. Theresa Blanks

Others Present: Dr. Anthony Clarke, President, Beverlee Nance, Vice President/Workforce and Community Development, Betty Jo Ramsey, Vice President/Administrative Services, Lauren Cole, Vice President /Academic Affairs, Sylvia Cox, Executive Dean/Student Services, Jonathan Hester, Faculty Senate Vice-Chair, Liz McLean, Director of Marketing and Outreach, and Kathy Britt, Recording Secretary

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

Introduction of New Employees: Dr. Clarke introduced Mr. Nic McColskey, Library Technical Assistant, Ms. Syrita Mills, Library Assistant, and Mr. David Gore, Information Systems Technician. He stated that Crystal Best, Tracy McGraw, and Ian Smeigh will be introduced at the May 16 board meeting.

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.

Mr. Edmund amended the order of agenda items and stated that items would be addressed as follows:

Position Vacancy Status:

Dr. Clarke reviewed the Position Vacancy Status report. There were no questions presented.

Continuing Education Internal Audit Class Visitation Report, Fall 2015:

Dr. Clarke presented the Continuing Education Internal Audit Class Visitation report for fall semester 2015. The college met the required visits and no problems were found.

Enrollment Update:

Dr. Clarke provided a power point slide comparison for Occupational Extension for fiscal years 2009-2015. An increase of 646 FTE projects an additional \$139,500 in state funding based upon \$4,500 per FTE. Dr. Clarke complimented the Continuing Education area for the increase.

Minutes of the SCC Board of Trustees
March 21, 2016, A Building, Hooks Boardroom

Basic Skills – Dr. Clarke discussed the Basic Skills slides stating that headcount has leveled out. There was a reduction in FTE to 303 with figures declining across the state. The decline equates to an approximate \$81,250 decrease in state funding. Dr. Clarke indicated that the decline is categorically contained within the basic skills area.

Dr. Clarke advised that curriculum FTE is down approximately one percent, but is manageable. He stated that the college should experience a slight increase in budget this year. Dr. Clarke spoke briefly about the reduction-in-force last year. Three employees were moved to three-quarter time. One employee has regained full-time status and the programs for two others will not be continued. He indicated that the college may hire new full-time faculty for curriculum instruction and some part-time staff for the upcoming 2016-2017 academic year.

Mr. Edmund spoke about the impact that everyone at the college makes and expressed appreciation for the work and focus. He spoke briefly about Dr. Clarke's business expertise and how he has worked to turn around after eight semesters of declining enrollment. Mr. Edmund also complimented Vice President of Administrative Services Betty Jo Ramsey for her work. He also spoke about how much nicer the campus grounds look and complimented the work of Mr. TJ Long and the maintenance staff.

Mr. Harry Foley and Mr. Brenden Jones joined the meeting by conference call.

Mr. Edmund advised that there are two voting items to be taken care of while a quorum of the board is present. He stated that eight architectural firms submitted letters of interest for the Advanced Planning project. Four firms were interviewed: Each firm was scored by the interview committee on a 4-point scales. The scores were:

ADW Architects – Average score 3.3; Boomerang – Average score 3.7; LS3P – Average Score 2.2; and Smith Sinnett Architecture – Average score 1.0;

The committee recommended Boomerang Design.

A motion was made by Mr. Mark Cartret to award the Advanced Planning Project to Boomerang Architectural Firm. Mr. Jack Hooks seconded the motion. Motion carried unanimously.

Approval of County Budget Request – Dr. Clarke presented an overview of the 2016-2017 Operating Budget Request document. He stated that the college is requesting an increase of \$53,254 over allocated funds and \$26,475 over projected expenditures.

Dr. Clarke reviewed the 2016-2017 Planned Capital Outlay Expenditures slides and discussions were held. The college will request \$922,800 for immediate needs, and has identified \$884,100 in short term needs and \$700,000 in long term needs.

A motion was made by Mr. Jack Hooks to recess the Board of Trustees meeting and to enter into session as the Executive Committee of the Board of Trustees. Dr. Maudie Davis seconded the motion. Motion carried unanimously.

Minutes of the SCC Board of Trustees
March 21, 2016, A Building, Hooks Boardroom

Mr. Brenden Jones was excused from the meeting at 6:15 p.m.

Present - Mr. Henry Edmund, Mr. Robert Ezzell, Dr. Maudie Davis, Mr. Jack Hooks and Mr. Harry Foley.

Mr. Mark Cartret was excused from the meeting at 6:20 p.m.

Dr. Clarke continued the power point presentation and requested approval of the County Budget Request by the Executive Committee.

A motion was made by Mr. Jack Hooks to accept the County Budget request as presented. Mr. Harry Foley seconded the motion. Motion carried unanimously.

After the business of the Executive Committee was completed, a motion was made by Mr. Jack Hooks to adjourn the meeting of the Executive Committee and to reconvene in regular session as the Board of Trustees. Mr. Harry Foley seconded the motion. Motion carried unanimously.

Mr. Harry Foley was excused from the meeting.

***Action on Voting Items 1-5 was postponed until the May 16 Board of Trustees meeting.**

Information Items:

Strategic Plan Update – Dr. Clarke reviewed Item 11, Strategic Plan Update. He discussed goals and presented a timeline for presentation to the Board of Trustees. Dr. Clarke is anticipating the finalization of strategic initiatives for the 2016-2017 academic year by July, 2016. The document will be more focused and compressed to approximately 10 to 12 pages.

***Need a quorum of the full-board to vote.**

Discussion was held regarding a strategic planning workshop for the Board of Trustees. Tentative dates will be submitted to the board for consideration in the near future.

Satellite Location – Delco Center Update – Dr. Clarke discussed plans for a satellite location (Delco Center). Information sessions will begin in May; Basic Skills refresher course will be offered in June/July; Placement Testing begins July/August; Classes will begin in August.

Mr. Edmund expressed appreciation and stated that he thought the satellite location is a good plan. Dr. Davis inquired about anticipated schedule, and Dr. Clarke stated that the Delco Center will follow the semester schedule with classes meeting one or two nights per week.

Investment Committee Update – Mr. Edmund advised that the Investment Committee met with BB&T representatives in regards to the college account. After the review, it was determined that there would be no changes in the way funds are invested. The agreement is for a three year period. Mr. Edmund advised that currently 100 percent of the funds are invested in fixed income

Minutes of the SCC Board of Trustees
March 21, 2016, A Building, Hooks Boardroom

investments. In his opinion, the funds are safely invested. Mr. Edmund called for questions. There were no questions.

Student Government Association's Report – SGA President Chase Robinson presented the Association report and reviewed upcoming events. He stated that he graduated from the Student Leadership Program and that the March 21 meeting would be his last meeting with the Board. Mr. Robinson expressed appreciation to the trustees for their services to the college and community. He concluded his remarks and advised that his plans are to attend East Carolina University and to study dentistry.

Policy 4.11.1 – Recruitment of Students on Campus – Dr. Clarke presented for the Board's review, Procedure 4.11.1, Recruitment of Students on Campus. He provided an overview of the procedure and advised that all recruiters will be scheduled through the Director of Student Services or his/her designee. According to Dr. Clarke, the procedure sets recruitment parameters for post-secondary education degree programs, military service, and employment. Procedure 4.11.1 will be voted upon at the May 16 Board of Trustees meeting.

Statement of Economic Interest – Mr. Edmund reminded the trustees to submit their Statement of Economic Interest to the NC Ethics Commission by April 15. There is a potential fine for late filers.

Connect NC Bond Activities – Dr. Clarke expressed appreciation for support rendered toward passage of the Connect NC Bond referendum.

Presidential Activities Report – Dr. Clarke reviewed the Presidential Activities report that was included in the agenda packet. He discussed key areas of the report.

Reminders – Dr. Clarke reviewed upcoming events and dates. Mr. Henry Edmund will be the commencement speaker for the graduation ceremony on May 13. Mr. Edmund asked the trustees to complete the Presidential Evaluation form and to return as soon as possible. The president's evaluation will be conducted during the May 16 board meeting.

There was no further business and the meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Kathy P. Britt
Recording Secretary

If this document is not accessible, contact Disability Services at 910.788.6327, disabilityservices@scnc.edu, or in A-124.