

**Minutes of the  
Board of Trustees  
Southeastern Community College  
May 15, 2017 @ 5:30 p.m.**

**Present:** Mr. Henry Edmund, Chair; Dr. Maudie Davis, Mr. Jack Hooks, Mr. Randy Britt, Ms. Theresa Blanks, Mr. Harry Foley, Mr. Joe Hooks, and Mr. Charlie Lytle

**Absent:** Mr. Brenden Jones, Mr. Bobby Ezzell, Mr. Mark Cartret, Mr. Terray Suggs

**Others Present:** Dr. Anthony Clarke, President; Beverlee Nance, Vice President/Continuing Education and Community Development; Lauren Cole, Vice President/Academic Affairs; Dan Figler, Vice President/Administrative Services; Sylvia Cox, Executive Dean/Student Services; Jonathan Hester, Faculty Senate Chair; Liz McLean, Director/Marketing and Outreach; Kathy Britt, Recording Secretary

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

**Personnel Introductions:** Dr. Clarke introduced the following new employees: Ashley Linson, Grounds/Maintenance Worker and Tiffany Price, Career Advisor/NCWorks Career Center

**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.

**VOTING ITEMS:**

**Approval of Meeting Agenda including an additional item:**

**A motion was made by Mr. Randy Britt to approve the May 15 meeting agenda, including the addition of Item 8A, Institutional Certification – Criminal Justice Studies/Forensic Science. The Board must approve the request before the Institutional Certification can be submitted. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

**SKILLS USA WINNERS:**

Ms. Lauren Cole introduced Ms. Sheila Harris, Skills Chapter Advisor, Ms. Angela Ransom, Division Chair, and Dr. Lisa Bryan, John Kluck (Computer Programming); Jessica Williams and Jalessa Graham (Early Childhood); Cynthia Lunde (Information Technology); Jessica Bellamy and Zelda Avinis (Medical Terminology); Kinyetta Childress, Ethan Kellihan, Samantha Todd, and Taner Nobles (Television Video Production)

**Approval of Minutes:**

**A motion was made by Mr. Harry Foley to approve the regular session minutes of March 30, 2017. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

**Approval of Budget Transfers:**

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Dr. Clarke presented the Budget Transfers reports (March and April) for consideration by the Board. **A motion was made by Dr. Maudie Davis to approve the Budget Transfers report. Mr. Jack Heustess seconded the motion. Motion carried unanimously.**

**Approval of Additional 2017-2018 Curriculum Fees:**

Dr. Clarke presented an additional proposed 2017-2018 Curriculum Fee that was inadvertently left off the original request. He advised that this fee will allow for a career readiness certificate. **A motion was made by Mr. Randy Britt to approve the additional 2017-2018 Curriculum Fee as presented. Dr. Maudie Davis seconded the motion. Motion carried unanimously.**

**Approval of Workforce / Continuing Education Specific Fees:**

Dr. Clarke presented the Workforce / Continuing Education Specific Fees list for consideration by the Board. **A motion was made by Mr. Joe Hooks to approve the Workforce / Continuing Education Specific Fees as presented. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

**Approval of Change to Policy 5.26 Voluntary Shared Leave:**

Dr. Clarke presented an amendment to Southeastern's Voluntary Shared Leave policy reflecting the State Board's amendment. Dr. Clarke advised that the amendment allows employees to donate vacation or sick leave to a family member or non-family member that has been approved to receive voluntary shared leave.

**A motion was made by Mr. Harry Foley to approve Change to Policy 5.26 Voluntary Shared Leave. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

**Approval to proceed with Construction of Facility Priorities Using Connect NC Bond Funding:**

Dr. Clarke discussed three priorities:

- (1) Building T Addition
- (2) Building M Infrastructure
- (3) Building B Infrastructure

After preliminary cost of the top three priorities, there will be \$516,613 remaining funds available from the Connect NC Bond monies. The trustees discussed various items, and it was stated that the Facilities Committee will continue to meet during the construction phase. There was discussion about publishing an article in the newspaper as an update.

**A motion was made by Dr. Maudie Davis to approve request to proceed with Construction of Facility Priorities Using Connect NC Bond Funding. Mr. Jack Hooks seconded the motion. Motion carried unanimously.**

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**Approval of Institutional Certification to pursue a new Curriculum Program in Criminal Studies:** Dr. Clarke requested approval of an institutional certification to pursue a forensic science concentration as a part of the Criminal Studies program. It is an option concentration that students can earn within the Criminal Studies degree. **A motion was made by Mr. Randy Britt to approve the Institutional Certification to pursue a new Curriculum Program in Criminal Studies. Mr. Jack Hooks seconded the motion. Motion carried unanimously.**

**Nominating Committee for Board Elections:**

**Nominating Committee for Board Elections:** Mr. Edmund discussed the need to appoint a nominating committee for FY 2017-2018. He reappointed the following trustees to serve, Mr. Bobby Ezzell, Mr. Mark Cartret, Ms. Theresa Blanks, and Judge Jack Hooks. Mr. Edmund made a request for the committee to present the nominees at the July 17 meeting.

**Continuing Education Internal Audit Class Visitation Report, 2017:**

Dr. Clarke presented the Continuing Education Internal Audit Class Visitation Report for Fall 2016. He noted that there were no issues in any classes.

**Personnel Update:**

Dr. Clarke reviewed the Personnel Report and noted Sheila Miller's retirement effective June 30, 2017. He also noted that the director of Financial Aid, Justin Cristello has resigned effective May 15.

**Enrollment Update:**

Dr. Clarke presented the Enrollment Report and advised that the college is less than one percent behind 2016. He stated that there is more opportunity to attract students this summer and that for fall, we are 19 students and 8 FTE ahead compared to last year. Dr. Clarke is optimistic about the fall.

**Emergency Management Preparation / Active Shooter Drills:**

Dr. Clarke updated the Board on how the college prepares for emergency situations. The college has an Emergency Management Team. Active shooter drills are held each semester. Any deficiencies are addressed through training and maintenance requests. Monthly emergency notification system tests are conducted. Other initiatives were included in the report as well. Mr. Edmund requested updates on emergency preparedness at least every six months.

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**2017-2018 Assurances for Perkins Funding:**

Dr. Clarke updated the Board on Perkins Assurances document (included in agenda packet). It is a document that certifies that the college is utilizing Perkins monies in accordance with guidelines. Documentation is also required as proof that the Board of Trustees has been made aware.

**2017-2018 Strategic Planning Session:**

Mr. Edmund discussed the need to reschedule the 2017-2018 Strategic Planning session to the latter part of June or July. He specifically inquired about Saturday, June 24 from 8:30a.m. – Noon. Mr. Edmund asked the trustees to notify the President's Office as soon as possible about whether that date would work. The location will be Lake Waccamaw Presbyterian Church.

**Presidential Activities / Report:**

Dr. Clarke reviewed the Presidential Activities / Report and discussed key issues, such as modification of the reduced budget by \$20,000 or 2 ½ percent increase rather than 3 percent. Dr. Clarke spoke about the Scott Awards (formerly Unsung Hero) that are funded by former SCC President, Dr. Steve Scott. The awards are peer nominated, and Dr. Clarke has presented three during the spring semester. He was pleased with how well the awards have been received.

There was no further business to attend to in regular session.

**A motion was made by Mr. Joe Hooks to enter Closed Session in accordance with N.C.G.S. 143.318-11(a)(6) Personnel. The motion was properly seconded and unanimously approved.**

**There was no action taken in Closed Session.**

**A motion was made by Mr. Charlie Lytle to return to Open Session, and the motion was properly seconded and unanimously approved.**

The Board of Trustees discussed and the consensus was that in order to allow for sufficient time to review the faculty/staff employee satisfaction surveys, prior to conclusion of the president's annual review, the board would need to reconvene at a later date to complete the presidential evaluation.

**A motion was made and unanimously approved to adjourn.**

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Kathy Britt, Recording Secretary

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