

**MINUTES OF THE
BOARD OF TRUSTEES
SOUTHEASTERN COMMUNITY COLLEGE
May 23, 2016 @ 5:30 p.m., Hooks Boardroom**

Present: Mr. Henry Edmund, Chair; Mr. Bobby Ezzell, Mr. Jack Hooks, Dr. Maudie Davis, Mr. Harry Foley, Mr. Joe Hooks, and Mr. Randy Britt

Absent: Mr. Charles Lytle, Mr. Terray Suggs, Ms. Theresa Blanks, Mr. Mark Cartret, and Mr. Brenden Jones

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, Gail Auten, Faculty Senate Chair, Jonathan Hester, Faculty Senate Vice-Chair, Shalawn Smith, News Reporter, and Kathy Britt, Recording Secretary

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

Personnel Introductions: Dr. Clarke introduced the following new employees: Tracy McGraw, Pre-K Teacher/Childcare Development Center; Ian Smeigh, Computer Information Technology Instructor; Angie Uhl-Kalev, Director of Student Services; and Peggy Miller, Computer Instructor at Columbus Correctional Institution;

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.

SkillsUSA and the SkillsUSA North Carolina Leadership & Skills Conference: Dr. Clarke asked Ms. Sheila Harris, Faculty Advisor/SkillsUSA, to discuss the recent competition and to introduce the award winners. Ms. Harris spoke about the conference held in Greensboro and stated that students are graded on technical and leadership skills and advised that 7 medals were won. The nationals' competition is the next step and William Payne will compete in the Information Technology area. Mr. Payne is the only participant from the college that is going to nationals.

Mr. Jack Hooks arrived.

Ms. Harris called on each student to introduce themselves and to speak about their area of competition. The following students appeared before the Board of Trustees:

Sandra Carter – Television/Video production – 3rd place

Zelda Avins – Team Event/Opening & Closing Ceremonies – 1st place

Jessica Bellamy – Team Event/Opening & Closing Ceremonies – 1st place

Board of Trustees
May 23, 2016
Page 2

Kinyetta Childress – Team Event/Opening & Closing Ceremonies – 1st place
Landon Hinson – Welding Event – 4th place

Ms. Harris advised that some of the award recipients were unable to attend the board meeting. Agenda item #2 shows a listing of the recipients.

Mr. Landon Hinson requested approval to address the board. Mr. Hinson stated that the Welding Program advisor, Mr. Terry Callihan, is a skilled welding instructor, and he expressed appreciation for his leadership and guidance throughout the program. Mr. Hinson further stated that he has been offered a job in Leland with a hire date of June 1.

VOTING ITEMS:

Approval of Meeting Agenda – A motion was made by Mr. Randy Britt to approve the agenda as presented. Mr. Harry Foley seconded the motion. Motion carried unanimously.

Approval of Minutes – Mr. Edmund noted that there are several sets of minutes to be approved if everyone has reviewed and agree with the content. A motion was made by Mr. Harry Foley to approve minutes from January 19, March 21 (Regular Sessions), April 12 (Executive Committee and Special Session), and April 30, 2016 (Strategic Planning Session). Dr. Maudie Davis seconded the motion. Motion carried unanimously.

Approval of Budget Transfers for February – A motion was made by Mr. Harry Foley to approve budget transfers for February, 2016. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

Approval of Budget Transfers for April – Dr. Clarke advised that the budget will be expended as planned based on the way things are looking. Budget transfers were made to cover IT and Library costs, but nothing major has been transferred. A motion was made by Mr. Robert Ezzell to approve budget transfers for April. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

Approval of Curriculum Student Tuition & Fees – Dr. Clarke discussed Curriculum Student Tuition and Fees. He indicated that the only changes in fees were for Tuition/Fees and Accident Insurance. The other fees remained the same. A motion was made by Mr. Randy Britt to approve Curriculum Student Tuition and Fees as presented. Dr. Maudie Davis seconded the motion. Motion carried unanimously.

Approval of Specific Fees for Workforce Continuing Education – A motion was made by Dr. Maudie Davis to approve Specific Fees List for Workforce Continuing Education. Mr. Robert Ezzell seconded the motion. Motion carried unanimously.

Board of Trustees

May 23, 2016

Page 3

Approval of Change to Policy 2.4 Drug and Alcohol Policy – Dr. Clarke referred to agenda item 8, Drug and Alcohol Policy. He addressed the addition of “use, or being under the influence” to the Drug and Alcohol policy. He stated that the verbiage provides more clarity of the policy in regards to action that can be taken. Questions arose as to how it affects Foundation events and the consumption of alcoholic beverages. Dr. Clarke advised that the Foundation is a separate entity and dinners/receptions are not college sponsored activities. It was also noted that if a foundation event is held on-campus, no alcoholic beverages are served. After further discussion, it was noted that the college attorney has reviewed the policy and found no problems. **A motion was made by Mr. Randy Britt to approve the change as presented to Policy 2.4 Drug and Alcohol Policy. Dr. Maudie Davis seconded the motion. Motion carried unanimously.**

Approval of new Policy 4.11 Recruitment of Students on Campus – Dr. Clarke proposed Policy 4.11 Recruitment of Students on Campus. He stated that if an institution provides access to its buildings and campus and the student information directory to persons or groups which make students aware of occupational or educational options, the board of trustees shall provide access on the same basis to official recruiting representatives of the military forces of the State and of the United States for the purpose of informing students of educational and career opportunities available in the military. Dr. Clarke requested approval of Policy 4.11. **A motion was made by Mr. Joe Hooks to approve Policy 4.11 Recruitment of Students on Campus. Dr. Maudie Davis seconded the motion. Motion carried unanimously.**

Approval of Change to Policy 5.22 Military Leave – Dr. Clarke presented the current Military Leave policy and a proposed policy that addresses leave with pay for military purposes. He indicated that the proposed change will show better support for veterans and will allow for the reimbursement of all 15 days of service to the National Guard and Reserve Units of the armed forces. After a brief discussion, **a motion was made by Mr. Robert Ezzell to approve the change of Policy 5.22 Military Leave. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

INFORMATION ITEMS:

Nominating Committee for Board Elections – Mr. Edmund discussed the need to appoint a nominating committee for FY 2016-2017. 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 18 meeting and stated that he will open the floor for nominations as well.

Mr. Edmund stated that the Investment Committee can stay as it is if the nominating committee wishes. It does not have term limits. If there is someone who wants to serve, please let a member of the Nominating Committee know.

Board of Trustees
May 23, 2016
Page 4

Mr. Edmund advised that service on the Clemmons Committee is for a two year term and currently Ms. Theresa Blanks is serving. She was reappointed in 2015 and is eligible to continue serving on the committee.

Mr. Edmund advised that an election of officers and the executive committee must be considered at the July 18 board meeting.

Personnel Update – Dr. Clarke presented a personnel update report. He reviewed segments of the report and answered questions from the trustees

Position Vacancy Status – Dr. Clarke updated the board on the status of vacancies.

Enrollment Update – Dr. Clarke provided a power point presentation on the status of enrollment and answered questions from the trustees. Mr. Edmund reviewed historical information as it related to the decline of enrollment experienced over several consecutive years versus the growth turn-around and stabilization since early 2015. He expressed appreciation to Dr. Clarke and the Leadership Team for the change. Dr. Clarke concluded the presentation, emphasized that summer enrollment has increased, and that he thinks the gap for fall enrollment will be closed throughout the summer.

2015-2016 Strategic Plan Update – Dr. Clarke referenced the 2015-2016 Strategic Plan update (bound copy) included in the agenda packet. He stated that it is a complete copy and that the 2016-2017 version will be a smaller document. Dr. Clarke indicated that the proposed 2016-2017 plan will be presented at the July 18 meeting. He discussed various segments of the document and updated on the status of projects.

Mr. Edmund expressed appreciation to Dr. Clarke for keeping the trustees informed on objectives and other aspects of the strategic planning process. He stated that in the past the strategic plan was a document but was not a “working” document.

Assurances for Perkins Funding – Dr. Clarke presented an Assurances document that relates to Perkins funding from the Federal Government. He stated that during a recent review, the college received one finding for not keeping the Board of Trustees informed. He stated that in the future, Perkins funding will be reported to the Board as a separate funding category. Dr. Clarke further advised that the Assurances form states that the money will be used according to spending guidelines and will be budgeted correctly.

Procedure 2.4.1 and 2.4.2 (Drug and Alcohol Procedures for Employees and Students) – Dr. Clarke presented the separate documents, one that applies to employees and one that applies to students, for informational purposes. Mr. Edmund asked the trustees to review and bring back any questions regarding the documents to the July board meeting.

Board of Trustees
May 23, 2016
Page 5

Presidential Activities/Report – Dr. Clarke presented the presidential activities/report for the board’s review. He reviewed various aspects of the report and stated that the commencement exercises held on the front lawn went well even with the threat of rain. Dr. Clarke stated that based on feedback he has received, parents and students preferred the outside location because they could have an unlimited number of guests for the event.

Request to Enter Closed Session: Mr. Edmund stated that the board would be going into Closed Session to conduct the Presidential Evaluation and called for a motion. **A motion was made by Mr. Jack Hooks to enter into Closed Session for the purpose of conducting the annual Presidential Evaluation. Mr. Harry Foley seconded the motion. Motion carried unanimously.**

Everyone was excused from the meeting with the exception of the Board of Trustees at 6:55 p.m.

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.