

Minutes of the SCC Board of Trustees
July 17, 2017 @ 5:30 p.m., Hooks Boardroom

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

Absent: Mr. Brenden Jones and Mr. Charlie Lytle

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

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

Personnel Introductions: Dr. Clarke introduced the following new employees: Michael Avenir, Instructor, Tabor Correctional; Trina Davis, NC Works Greeter; Haylee Damato, Administrative Assistant/Foundation & Marketing; Lynn Leonard, Early Childhood Education Administrator

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 Mr. Joe Hooks to approve the July 17 Board of Trustees meeting agenda. Mr. Randy Britt seconded the motion. Motion carried unanimously.

Oath of Office:

Clerk of Superior Court Jess Hill administered the Oath of Office to reappointed board member Jack Hooks. Mr. Hooks is appointed by the Whiteville City Schools Board of Education. His term will expire on June 30, 2021.

Approval of Minutes:

A motion was made by Mr. Harry Foley to approve the May 15, 2017 regular and closed session minutes and the May 23, 2017 regular and closed session minutes. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.

Report of Nominating Committee / Election of Officers:

Mr. Edmund opened the floor for nominations. There were none, and **a motion was made by Mr. Jack Hooks to close the nominations and to keep the same officers and committee members as FY 2016-2017, with the addition of Shawn Maynard as a service area representative on the Clemmons Ward Committee. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

On behalf of the Nominating Committee, Mr. Jack Hooks presented the following nominations:

Board Officers (1-year term):

Henry Edmund, Chair
Dr. Maudie Davis, Vice Chair
Ms. Theresa Blanks, Secretary

Executive Committee (1-year term):

Henry Edmund, Chair
Dr. Maudie Davis, Vice Chair
Mr. Harry Foley
Mr. Jack Hooks
Mr. Joe Hooks
Mr. Charlie Lytle

Investment Committee:

Henry Edmund
Robert Ezzell
Harry Foley
Joe Hooks
Terray Suggs

Clemmons Ward Committee:

Board Member - Theresa Blanks
Service Area Representative/Dream Center – Carol Caldwell
Service Area Representative/BB&T – Evan Gore
Service Area Representation - Shawn Maynard

Approval of Bookstore mark-up in accordance with Policy 6.11 Use of Profits from Bookstore: Included in the agenda packet was a cash basis statement of income and expenses for Bookstore operations for the fiscal year ended June 30, 2017. The Vice President of Administrative Services, Dan Figler, recommended to Dr. Clarke that the Board of Trustees continue the 20% markup on new textbooks for the 2017-2018 fiscal year. After Mr. Figler presented the information, **a motion was made by Mr. Mark Cartret to continue the 20% markup on new textbooks for the 2017-2018 fiscal year. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

Approval of President's Discretionary Funds request: Dr. Clarke requested approval to transfer \$3,000 from vending fees to the President's Discretionary fund for the 2017-2018 fiscal year. He also requested approval to use \$3,000 from vending commission to fund employee

events for the 2017-2018 fiscal year. **A motion was made by Mr. Randy Britt to approve the transfer request of \$3,000 from vending fees to the president's discretionary fund and an additional \$3,000 transfer from vending to the president's discretionary fund for employee events for 2017-2018 fiscal year. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Approval of Blanket Authorization for President's Routine Travel: Dr. Clarke requested approval of a blanket authorization for 4,000 miles of routine travel for FY 2017-2018. He advised that a blanket authorization reduces the amount of paperwork involved for each time he travels. **A motion was made by Mr. Harry Foley to approve a 4,000-mile blanket travel authorization for the president for FY 2017-2018. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

Approval of Budget Transfers for June, 2017: Mr. Figler reviewed the budget transfers report that was included in the agenda packet and opened the floor for questions. **A motion was made by Mr. Mark Cartret to approve the budget transfers report as presented. Dr. Maudie Davis seconded the motion. Motion carried unanimously.**

Approval of 2017-2018 Specific Fees for Workforce Continuing Education: Ms. Nance reviewed the Specific Fees List for Continuing Education and requested approval. **A motion was made by Mr. Harry Foley to approve the Specific Fees List for Continuing Education as presented. Dr. Maudie Davis seconded the motion. Motion carried unanimously.**

Approval of Changes to Policy 5.29 Disciplinary Action, Suspension & Dismissal: Dr. Clarke discussed the proposed changes to policy in regards to putting an employee on probation. He stated that the process was included in the procedure but was not included in the policy and with approval, the two will match. After discussion, **a motion was made by Mr. Jack Hooks to table the request to amend Policy 5.29 until the next regular Board of Trustees meeting. Mr. Mark Cartret seconded the motion. Motion carried unanimously.**

Approval of Changes to Policy 4.09 Admissions: Ms. Cox discussed the current admissions policy and explained the request to amend Policy 4.09. The amendment incorporates language into the Admissions Policy which allows the college to reserve the right to refuse admission to any applicant who is not a resident of North Carolina who seeks enrollment in any distance education course, if the applicant resides in a state where SCC is not authorized to provide distance education. Southeastern is in a grace period until July, 2018. After discussion, **a motion was made by Mr. Harry Foley to approve changes to Policy 4.09 Admissions as requested. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

Approval of 2017-2020 Strategic Plan: Dr. Clarke reviewed the Vision and Mission statements and requested separate approval of the statements from the 2017-2020 Strategic Plan. After a brief discussion, **a motion was made by Mr. Randy Britt to accept the Vision and Mission Statements as follows:**

VISION – To be recognized as the PREMIER rural community college in North Carolina.

MISSION – To continuously promote educational attainment, economic development, and cultural enrichment in Columbus County and surrounding areas.

Mr. Jack Hooks seconded the motion. Motion carried.

Dr. Clarke discussed the proposed 2017-2020 Strategic Plan emphasizing the focus on Strategic Drivers. He briefly discussed the listed strategic drivers and explained how each relates to the Strategic Plan. Dr. Clarke stated that these initiatives won't happen in six months or even one year. Dr. Clarke asked for approval to proceed with the three-year plan, with the understanding that the plan will be revisited each year. **A motion was made by Mr. Joe Hooks to approve the 2017-2020 Strategic Plan. Dr. Davis seconded the motion. Motion carried.**

Personnel Update: Dr. Clarke reviewed the Personnel Update report. He discussed the multifaceted position of Director of Strategy, Planning and Effectiveness and advised that a position announcement will be posted soon.

Dr. Clarke reviewed the retirement section and reported that Vice President of Academic Affairs, Lauren Cole, will be retiring effective August 31, 2017. He expressed appreciation to Ms. Cole for her service to the college. Several trustees expressed appreciation to her as well.

Review of Compliance Report for Fiscal Year 2016-2017: Dr. Clarke reviewed the final report of findings for the Compliance Review, conducted fiscal year 2016-2017. There were no material findings for the sample of records pulled from the Institution Class Reports programs, policies, and procedures for the 2015-2016 reporting period. Dr. Clarke expressed appreciation to all areas for the great report.

Enrollment Update: Dr. Clarke provided a power point presentation on enrollment. He stated that enrollment continues to be a challenge.

Facilities Update: Dr. Clarke updated the Board on meetings with Angie Easterday from Boomerang. The college has a preliminary construction schedule, and he reviewed each with the Board.

The trustees discussed the Facilities Committee and the need to keep it in an active status. It was determined that after construction begins, the committee should meet on a monthly basis. Discussion was held on how much spending authority (up to \$50,000) the committee should have when acting on behalf of the full Board of Trustees. A question was raised about whether the \$50,000 is a total amount or per transaction. It was determined that the Board should revisit the spending authority of the Facilities Committee at the September 18 meeting and review options. The Executive Committee has a \$50,000 spending authority when it acts on the Board's behalf.

Budget Update: Dr. Clarke highlighted aspects of the 2017-2018 budget:

- Salary increase of \$1,000 for all full-time, regular employees
- 3 days of annual leave for full-time, regular employees who are in leave earning status, no cash value
- Will fund a \$1,000 increase for all full-time, regular county funded employees (maintenance)

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- Will fund a 10 cent increase for all part-time security staff
- Will fund a 1% increase for all part-time, regular employees
- NCCCS will receive a \$10 million allocation for additional salary adjustments
- Employee contracts will be issued in August contingent upon state and local board approval

The proposed budget permits high school students to take community college continuing education courses that lead to an industry recognized credential; permits senior citizens (age 65 or older) to audit courses at UNC or community colleges; eliminates medical insurance for retirees effective for employees who have not earned contributory retirement services as of January 1, 2021.

Strategic Plan Update 2016-2017: A copy of the 2016-2017 Strategic Plan was included in the agenda packet. Dr. Clarke encouraged the trustees to review the plan and stated that the college experienced a good year overall.

Scholarship Update: Ms. Cox updated the Board on the 2017-18 Trustee Academic Scholarship Recipients. A listing of the recipients was included in the agenda packet, and South

Columbus High School was the most awarded. Mr. Edmund commended the nice package offered by Southeastern and stated that the presenter did a good job.

NCACCT Leadership Seminar, August 23-25, Wilmington, NC: Mr. Edmund reminded the Board about the August 23-25 Leadership Training in Wilmington. He encouraged the trustees to attend the mandatory New/Reappointed Trustee Training as well as the Ethics Training, if needed, and offered by the Ethics Commission. The trustees should contact the President's Office for assistance with registration.

Presidential Activities / Report: Dr. Clarke briefly discussed the Presidential Activities report. A copy of the report was included in the agenda packet.

College Activities / Report: Dr. Clarke briefly discussed the College Activities report, and a copy of the report was included in the agenda packet.

Reminders: Dr. Clarke reviewed upcoming events and extended an invitation to the trustees to attend the All Employees meeting on Monday, August 7.

Mr. Edmund expressed appreciation to members of the 2017-2018 Nominating Committee for their committee work.

There was no further business, and a motion was made by Dr. Maudie Davis to adjourn. The motion was properly seconded and unanimously approved to adjourn at 7:45 p.m.

Kathy P. Britt, Recording Secretary

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