

**MINUTES OF THE
BOARD OF TRUSTEES
SOUTHEASTERN COMMUNITY COLLEGE
July 18, 2016 @ 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, Mr. Charles Lytle, Mr. Terray Suggs, Ms. Theresa Blanks, Mr. Mark Cartret, and Mr. Brenden Jones

Absent: Dr. Maudie Davis

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, 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: Sherry Blackwell, HRD Instructor/Tabor Correctional Institute; Kristen Bowen, Assistant Librarian, Lisa Clark, Director of Institutional Advancement; Becki McPherson, Director/Small Business Center; and Sandra Carter, Computer Instructor/Tabor 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.

Approval of Meeting Agenda – A motion was made by Mr. Harry Foley to approve the July 18 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 members Robert Ezzell and Terray Suggs. Mr. Ezzell is appointed by the Columbus County Board of Commissioners, Mr. Suggs is appointed by the Governor's office. Their terms will expire on June 30, 2020.

Approval of Minutes:

A motion was made by Mr. Terray Suggs to approve the May 23, 2016 regular session and June 24 executive session minutes. Mr. Harry Foley seconded the motion. Motion carried unanimously.

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Report of Nominating Committee / Election of Officers:

Mr. Edmund opened the floor for nominations. There were none, and **a motion was made by Mr. Harry Foley to close the nominations. Mr. Joe Hooks 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

A motion was made by Mr. Harry Foley to accept the nominations as presented. Mr. Randy Britt seconded the motion. Motion carried unanimously.

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, 2016. Vice President of Academic Affairs Betty Jo Ramsey recommended to Dr. Clarke that the Board of Trustees continue the 20% markup on new textbooks for the 2016-2017 fiscal year. After Dr. Clarke presented the

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information, a motion was made by Mr. Randy Britt to continue the 20% markup on new textbooks for the 2016-2017 fiscal year. Mr. Brenden Jones seconded the motion. Motion carried unanimously.

Approval of President's Discretionary Funds request: Dr. Clarke requested approval to transfer \$2,500 from vending fees to the President's Discretionary fund for the 2016-2017 fiscal year, the same amount as was transferred in 2015-2016. A motion was made by Ms. Theresa Blanks to approve the transfer request of \$2,500 from vending fees to the president's discretionary fund for 2016-2017 fiscal year. Mr. Robert Ezzell 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 2016-2017. He advised that a blanket authorization reduces the amount of paperwork involved for each time he travels. A motion was made by Mr. Charlie Lytle to approve a 4,000 mile blanket travel authorization for the president for FY 2016-2017. Mr. Brenden Jones seconded the motion. Motion carried unanimously.

Approval of Budget Transfers for June, 2016: Dr. Clarke 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. Mr. Robert Ezzell seconded the motion. Motion carried unanimously.

Approval of 2016-2017 Curriculum Fees: Dr. Clarke reviewed the proposed 2016-2017 Curriculum Fees request and asked for approval. A motion was made by Mr. Brenden Jones to approve the 2016-2017 Curriculum Fees as presented. Mr. Randy Britt seconded the motion. Motion carried unanimously.

Approval of 2016-2017 Graduation Fees: Dr. Clarke reviewed the proposed 2016-2017 Graduation Fees request and asked for approval. A motion was made by Ms. Theresa Blanks to approve the proposed 2016-2017 graduation fees as presented. Mr. Mark Cartret seconded the motion. Motion carried unanimously.

Approval of 2016-2017 Specific Fees for Workforce Continuing Education: Dr. Clarke reviewed the Specific Fees List for Continuing Education and requested approval. A motion was made by Mr. Robert Ezzell to approve the Specific Fees List for Continuing Education as presented. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

Approval of Child Development Center 2016-2017 Tuition and Fees: Dr. Clarke requested approval of a \$10 increase in the Child Development Center tuition which brings the weekly fee to \$125 and a one-time registration fee of \$50 (increase of \$20). The Child Development Center fees have not increased since 2014. A motion was made by Mr. Randy Britt to approve the

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Child Development Center tuition of \$125 per week and a one-time registration fee of \$50 effective 2016-2017. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.

Approval of Private Sale of Surplus Property: Dr. Clarke requested authorization for the private sale of surplus property as shown on the backup documentation included with the agenda item. In accordance with Article 12 of G.S. 160A-267, the Board of Trustees must authorize a college official to dispose of surplus property before a private sale at a negotiated price may be held. Dr. Clarke advised that the estimated proceeds are expected to be \$6,900 if all equipment works properly when tested by the vendor. A notice summarizing the contents of this authorization will be published once approved, and no sale will be consummated until 10 days after its publication.

Mr. Charlie Lytle questioned whether the college was using the upset bid process and indicated that he did not agree with the idea of working with only one vendor. Mr. Lytle felt the process was unfair if it did not utilize the upset bid process. Mr. Jack Hooks advised that the college's intent is to streamline a process to dispose of surplus property. Discussion continued.

A motion was made by Mr. Jack Hooks to sell the surplus property at public auction as advertised and to note that the sale price is subject to upset bids as provided in the general statutes. Mr. Joe Hooks seconded the motion. Mr. Edmund asked if there was any discussion.

A Substitute Motion was made by Mr. Charlie Lytle to accept the negotiated price received from the private vendor with offer to be advertised, pertinent to the allowance of a ten day waiting period for upset bids to be received, including the required percent down payment.

Motion Died Due to Lack of a Second.

Further discussion was held.

A motion was made by Mr. Charlie Lytle to advertise for the sale of surplus equipment in accordance with the upset bid process as stated in NCGS 160A-269, and including the requirement of a down payment of ten percent. Mr. Harry Foley seconded the motion. Motion carried unanimously.

The board asked Dr. Clarke to continue researching the matter.

INFORMATION ITEMS:

Personnel Update: Dr. Clarke presented a personnel update report. He advised that the English instructor position will be filled effective August 8, 2016. Discussion was held in regards to the

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status of hiring a baseball coach and the need to move quickly because some players have made a commitment to the team. Dr. Clarke stated that the college is accepting applications. He further advised that the person hired must be qualified to teach on the faculty level.

Enrollment Update: Dr. Clarke provided a power point presentation on Enrollment Curriculum-Budget FTE. He stated that Southeastern is projected to be ranked eighth, compared to forty-first last year, out of NC community colleges in total budgeted FTE performance for fiscal year 2015-2016.

Dr. Clarke stated that Southeastern is projected to be ranked fifteenth, compared to forty-fifth last year, curriculum budgeted FTE performance for 2015-2016.

SCC Success Scholarship program: Dr. Clarke discussed the idea of an SCC Success Scholarship and provided a power point presentation. His recommendation is that SCC launch the program which would provide free college, paid tuition and fees for qualified students, beginning in the fall 2017 semester.

Dr. Clarke discussed the requirements and advised that the scholarship would cover tuition and fees, not books or supplies. He estimated that approximately \$60,000 would be needed in the first year and \$120,000 in each subsequent year to offer the scholarship. Most of the funding would come from the SCC Foundation. He discussed that the purpose of the Foundation is to enable all of Columbus County residents to pursue a college education at SCC. The SCC Success Scholarship will allow the Foundation to continue to achieve this goal. Dr. Clarke discussed the increased goodwill and great positive publicity generated by Richmond Community College through its tuition free program and felt the same benefit should accrue to Southeastern Community College.

The trustees discussed the matter and indicated that it does support the concept of the Success Scholarship. **A motion was made by Mr. Charlie Lytle for the Board of Trustees to talk with the Foundation's Board of Directors to communicate that the Board of Trustees is in full support of the idea. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

The board continued to discuss the Success Scholarship and emphasized that the matter is too important to wait until the Foundation's regular meeting. The trustees asked Dr. Clarke to contact the appropriate people and ask them to call a special meeting of the Foundation as soon as possible. **A motion was made by Mr. Charlie Lytle for Dr. Clarke to ask the Foundation's Board of Directors to call a special meeting for further discussion. Mr. Harry Foley seconded the motion. Motion carried unanimously.**

Budget Update: Dr. Clarke discussed the 2016-2017 budget allocation. He stated that a 1.5% across the board salary increase is included in the state budget as well as .5 – 1.5 additional

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money for salary or other expenditures. Dr. Clarke will be attending a Presidents Meeting later in the month and will receive more information at that time. In regards to the county budget, SCC was allocated approximately 2.1 percent less than actually expended in 2015-2016. He discussed other aspects of the budget and advised that the college received \$140,000 or 15% of the requested budget. Dr. Clarke stated that campus directional signs will be obtained and that he will update the trustees in September.

2016-2017 Strategic Plan – Dr. Clarke stated that the Strategic Plan provides a way for the Board of Trustees to measure key initiatives. He stated that this is an overview of the college's Strategic Plan.

2016-2017 Trustee Academic Scholarship Recipients: Dr. Clarke advised that included in their agenda packets is a listing of individuals who will be receiving Trustee Academic Scholarships for 2016-2017. Candidates are selected by their high school, must be in the top ten percent of the graduating class, and must choose Southeastern.

Presidential Activities / Report: Dr. Clarke provided an overview of the Presidential Activities Report. He discussed upcoming visits to various manufacturing companies as well as visits made to other community colleges to discuss their operations.

Dr. Clarke advised that the July 18 meeting is the last for Gail Auten serving in the capacity of Faculty Senate chair. He asked Ms. Auten for comments, and she expressed appreciation to the Board of Trustees for the support she has received during her tenure as Faculty Senate chair. She further advised that she appreciates what the trustees do as they inquire about items brought to them during board meetings and the sincere efforts in making decisions for the good of the college.

Ms. Auten introduced Mr. Jonathan Hester who will be serving in the capacity of Faculty Senate chair for 2016-2017. The trustees welcomed Mr. Hester as he serves in the position of Faculty Senate chair.

Dr. Clarke reviewed upcoming events as stated on the agenda, and he informed the Board of Trustees that the July 18 meeting is also the last for the retiring Vice President/Administrative Services, Betty Jo Ramsey. Mr. Edmund stated the following:

Betty Jo Ramsey was hired in December 2002 as the Controller for Southeastern Community College under the supervision of Mr. Lonnie Fox. Upon his retirement in 2005, Betty Jo served in an interim capacity as Vice President of Operations and Finance and was promoted into the position in August 2006. In July 2014, she became VP of Administrative Services following a reorganization, which increased her responsibilities to include information Technology and Financial Aid.

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Throughout her 14 year career at SCC, Betty Jo was on the front end of many changes at SCC. Faced with the struggles of state and county funding on an annual basis, governmental regulations and several reorganizations, she led the college through the construction of the Cartrette Technology Center, the Health and Human Services Building and renovations of the Nesmith Student Center and the Auditorium. Known as an excellent administrator and efficient business manager, her attention to detail and knowledge of handling fiscal operations will be truly missed.

I would like to submit this brief summary of Betty Jo's career to the official minutes of the Board of Trustees on July 18, 2016.

Ms. Ramsey addressed the Board and expressed appreciation for the support she received during her tenure at the college.

There was no further business, and **a motion was made by Mr. Randy Britt to adjourn the meeting at 7:30 p.m. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

Respectfully submitted,

Kathy P. Britt

Recording Secretary

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