

**MINUTES OF THE
BOARD OF TRUSTEES
SOUTHEASTERN COMMUNITY COLLEGE
September 18, 2017 @ 5:30 p.m., Hooks Boardroom**

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

Absent: Mr. Brenden Jones, Mr. Mark Cartret, and Mr. Harry Foley

Others Present: Dr. Anthony Clarke, President, Beverlee Nance, Vice President/Workforce and Community Development, Dan Figler, Vice President/Administrative Services, Sylvia Cox, Executive Dean/Student Services, Emily Russ, Faculty Senate Vice Chair, Jonathan Hester, Faculty Senate Chair, Liz McLean, Director/Marketing and Outreach, Angie Ransom, Division Chair, Technical Programs, Mark Lennon, Director, Industrial Training, 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: Crystal Best, Brad Tyler, Karen Lynden, Chantain Lennon, Sheila Dockery, and Mirenda Edwards-Prout

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. Randy Britt to approve the September 18 meeting agenda. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.

Oath of Office:

Clerk of Court Jess Hill administered the Oath of Office to reappointed board member Dr. Maudie Davis. Dr. Davis is appointed to a four-year term by the Columbus County Board of Commissioners. Her term will expire on June 30, 2021.

Mr. Edmund expressed appreciation to Dr. Davis for her service on the Board of Trustees.

Introduction of 2017-2018 Student Government Association (SGA) Officers:

The Student Government Association officers introduced themselves to the Board of Trustees: Ms. Kailey Paul, SGA President, attended East Columbus High School and is pursuing an Associate in Arts (College Transfer); Ms. Jacqueline Evans, Vice President, attended West Columbus High School and is pursuing an Associate in Arts (College Transfer); and Ms.

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Michayla Shuman, Secretary, attended Whiteville High School and is pursuing an Associate in Science (College Transfer).

Approval of Minutes:

A motion was made by Mr. Joe Hooks to approve the July 17, 2017 regular session and the August 15, 2017 Executive Committee Minutes. Dr. Maudie Davis seconded the motion. Motion carried unanimously.

Approval of 2017-2018 College Budget:

Dr. Clarke and Mr. Figler highlighted various segments of the \$22,110,596 total budget. Dr. Clarke discussed how Full-Time Equivalent (FTE) is figured and the two-year average to determine the college's budget FTE. Other points that were reviewed included monies received due to the impacts of Hurricane Matthew. The college received sixty-five percent of the amount requested in hurricane relief. Questions arose about amounts received by area colleges. Dr. Clarke stated that he would check on amounts received for specific colleges.

A motion was made by Mr. Randy Britt to approve the 2017-2018 college budget as presented. Mr. Charlie Lytle seconded the motion. Motion carried unanimously.

Approval of Authorization for Surplus Sale:

Mr. Figler requested authorization for the college to dispose of surplus property in accordance with Article 12 of G.S. 160A-265. The property includes office equipment, classroom equipment, (desks, chairs, cabinets), and computer surplus equipment. Mr. Figler stated that a list of property will be forthcoming at the November Board meeting. The property will be disposed of through a public sale following the guidelines approved by the Facility and Property Services Section of the NC Community College System. Mr. Figler indicated that the sale will occur in early December. **A motion was made by Mr. Joe Hooks to approve the authorization to conduct a surplus sale. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Personnel Update:

Dr. Clarke reviewed the Personnel update report. He mentioned the fact that a nursing instructor position has been added and briefly discussed. Dr. Clarke also discussed the employee turn-over rate and stated that Southeastern is experiencing a ten percent rate, a little higher than in the past but lower than the higher education average of thirteen percent. He stated that the college is

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taking advantage of the pool of applicants to choose from and is hiring qualified employees to fill vacant positions.

Student Government Association Activities Report:

Ms. Kailey Paul presented the SGA report and discussed upcoming events. She invited the trustees to attend Summer Brooke & the Mountain Faith Band student performance on September 21. Ms. Paul concluded the report and expressed appreciation to the trustees.

Internship Pilot Report:

Dr. Clarke called on Ms. Angie Ransom and Mr. Mark Lennon to present an overview of the Internship Pilot Report. Ms. Ransom provided background information on the Internship pilot program and presented an overview document that illustrates the phases of exploration, development, implementation, and evaluation, as well as a future exploration phase. Mr. Lennon discussed industry partners and how the college prepares students for the interview process. Ms. Ransom stated that students want course credit for internships, and that they are very excited about the opportunity to work with industry. She stated that the goal is to have a pipeline of students for industries in Columbus County.

Dr. Clarke commended Ms. Nance, Ms. Ransom, and Mr. Lennon on the collaborative effort to engage employers as well as representing every part of the county.

Enrollment Update:

Dr. Clarke presented power point slides on enrollment. He was pleased to inform the trustees that the college appears to be on target to experience a ten percent increase in fall enrollment and stated that Career and College Promise is the main driver. Dr. Clarke feels that the college is moving in the right direction and retention continues to be a challenge. He credited the Success Scholarship, Aviso Software, and advising. Mr. Edmund expressed appreciation to the faculty and staff for the increase in enrollment. Final numbers will be received from the system office within the next couple of months. A concern about the cost of textbooks was expressed by Mr. Edmund. He inquired about the philosophies for both Whiteville City and Columbus County schools and requested information on who is paying for what.

Facilities Update:

Dr. Clarke presented power point slides on the proposed sketches for the Advanced Manufacturing facility (T Building expansion). Various aspects of the drawings were discussed and questions arose about a flat roof. Dr. Clarke advised that the roof was pitched for drainage

**MINUTES OF THE
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and stated that he would find the exact elevations and report to the trustees. He stated that the design and development is on schedule for submission to State Construction by October 25.

2017-2020 Strategic Plan and Committee / Work Group Structure:

Dr. Clarke discussed the 2017-2018 Committee / Work Group assignments and advised that faculty and staff were given the option to select a committee or work group on which to serve. Some slots were filled by virtue of the employee's position. This provides another way for employees to be heard during the college's decision making process. Committees and work groups are also tied to the strategic plan and will prepare the college for the SACS reaccreditation process.

Discussion of Policy 1.08 Naming of Facilities and Procedure 1.08.01 Naming Tributes:

Mr. Edmund referred to the Naming policy included in the agenda packet. He asked the trustees to educate themselves on what the college policies are as they relate to the naming of facilities and to be aware that the final say on the naming policy is the responsibility of the Board of Trustees. Mr. Edmund asked the trustees to think about what the guidelines will be for naming, such as actual monetary contributions or land value given for naming and to bring their questions and thoughts on the matter to the November 20 Board meeting. He wants the Board of Trustees to be an integral part of the policy's development.

College Activities Report:

Dr. Clarke presented the College Activities Report and highlighted key areas. He discussed the new approach to faculty/staff training that was used during the All Employees meeting in August. He also discussed training on the new telephone system and the Cost of Poverty presentation in which approximately 80 employees participated. Dr. Clarke stated that a college activities report is being provided to inform the trustees about activities that the college as a whole is involved with. It also provides more opportunities for the trustees to participate in activities. He indicated that he will email college activity reports to the trustees in the months when the Board does not meet.

Presidential Activities / Report:

Dr. Clarke briefly reviewed the Presidential Activities / Report.

Mr. Edmund welcomed Mr. Jonathan Hester, Faculty Senate Chair. Mrs. Emily Russ was in attendance during the beginning of the meeting while Mr. Hester was involved in a class. Mr.

**MINUTES OF THE
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Hester stated that for future meetings, the faculty senate wants to present a faculty activities report.

There was no further business and **a motion was made by Mr. Randy Britt to adjourn at 7:00 p.m. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

Kathy P. Britt, Recording Secretary

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