

MINUTES OF THE  
BOARD OF TRUSTEES  
SOUTHEASTERN COMMUNITY COLLEGE  
September 19, 2016

**Present:** Mr. Henry Edmund, Chair; Mr. Bobby Ezzell, Mr. Jack Hooks, Dr. Maudie Davis, Mr. Randy Britt, Ms. Theresa Blanks, and Mr. Mark Cartret

**Absent:** Mr. Joe Hooks, Mr. Harry Foley, Mr. Terray Suggs, Mr. Brenden Jones, and Mr. Charlie Lytle

**Others Present:** Dr. Anthony Clarke, President; Beverlee Nance, Vice President/Workforce and Community Development; Lauren Cole, Vice President/Academic Affairs; Sylvia Cox, Executive Dean/Student Services; Alison Soles, Interim Director/Administrative Services; Jonathan Hester, Faculty Senate Chair; Liz McLean, Director/Marketing and Outreach; Samantha Singler, SGA President; Mr. Jess Hill, Clerk of Superior Court; Kathy Britt, Recording Secretary

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

**Personnel Introductions:** Dr. Clarke introduced the following new employees: Marcus Gallagher, English Instructor; Amy Bowles, Nursing Instructor; LeRoy Humphries, Biology Instructor; Aaron Cox, Criminal Studies Instructor; Paul Starnes, Welding Instructor; Daniel Britt, PE Instructor/Baseball Coach; Alice Paul, Processing Assistant/Maintenance Department; and Colene Kelly, Student Services Specialist.

Dr. Maudie Davis arrived.

Dr. Clarke welcomed everyone and provided an opportunity for each employee to address the board.

Mr. Henry Edmund arrived.

**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 19 Board of Trustees meeting agenda. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

**Oath of Office:**

Clerk of Superior Court Jess Hill administered the Oath of Office to reappointed board member Spruell Randy Britt. Mr. Britt is appointed by the Columbus County Board of Education. His term will expire on June 30, 2020.

**Introduction of Student Government Association Officers:**

Dr. Clarke called on the Student Engagement Coordinator, Meg Sellers, to introduce the Student Government Association Officers. Each officer introduced and gave brief remarks about themselves including course of study and anticipated completion dates. Those in attendance were Samantha Singler, SGA President; Lauryn Bass, SGA Vice President; and Keoshia Johnson, SGA Secretary.

Dr. Clarke expressed appreciation to Meg Sellers and Sylvia Cox for keeping the students engaged in different aspects of the college.

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**Approval of Minutes:**

**A motion was made by Mr. Bobby Ezzell to approve the Regular Session minutes of July 18 and Executive Committee minutes of August 8, 2016. Dr. Maudie Davis seconded the motion. Motion carried unanimously.**

**Approval of 2016-2017 Budget:**

Dr. Clarke provided an overview of the 2016-2017 budget and indicated that the budget was increased by approximately 3.09%. He stated that all full time and part time regular faculty and staff will receive a 1.5% pay increase retro to July 1, 2016. The raise will be reflected on the September 30 paycheck. He further advised that all full time and part time regular faculty and staff will receive a 1.5% bonus payable in the November 30 paycheck for all employees as of October 1, 2016 based upon each employee's earnings in the 2015-2016 fiscal year.

Dr. Clarke discussed and responded to questions in regards to other areas of the budget. He discussed spending in the areas of Information Technology, to include Sofdocs, Aviso, and Turn-it-In anti-plagiarism software.

A question arose about the capability of sending transcripts electronically. Dr. Clarke advised that the college is not able to send transcripts electronically but that it is an action item for this fiscal year. He stated that there is no charge for paper copies at this time but when the college moves to electronic transcripts, charges will be applied. Dr. Clarke indicated that Southeastern trails other area colleges in this category.

Another question was presented in regards to the college restarting the Pharmacy Tech program. Dr. Clarke indicated that the first class will be offered through Workforce Development on October 8.

There were no further questions and Mr. Edmund called for action on the approval of the 2016-2017 budget. **A motion was made by Mr. Randy Britt to approve the 2016-2017 budget. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

**Approval of Mechatronics Engineering Technology Degree Program Planning:**

Dr. Clarke discussed the Mechatronics Engineering Degree program. He discussed the needs expressed by employers to have multi-skilled technicians in the manufacturing environment. Dr. Clarke stated that SCC will develop a new course, Introduction to Mechatronics, which will be the first of its kind in the whole North Carolina Community College system. He further advised that Intro to Mechatronics is a bridge course to get high school students interested in the pursuit of a degree program. Dr. Clarke defined Mechatronics as the combination of computer, electrical, and mechanical controls and equipment so that a technician has multiple skillsets. He discussed the positive economic impact that SCC will contribute to in Columbus County when the college begins graduating students from this program.

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**A motion was made by Mr. Bobby Ezell to approve the Mechatronics Engineering Technology Degree Program. Mr. Jack Hooks seconded the motion. Motion carried unanimously.**

**Position Vacancy Status:**

Dr. Clarke reviewed the Personnel Update and Position Vacancy Status reports. New employee introductions were completed at the start of the meeting. Dr. Clarke discussed vacancies that have occurred due to retirements. He stated that Ms. Alison Soles was selected to act in the capacity of Interim Director of Administrative Services and Acting Chief Financial Officer (CFO) due to the retirement of Ms. Betty Jo Ramsey. Dr. Clarke expressed appreciation to Ms. Soles for the job she is doing.

**Enrollment Update:**

Dr. Clarke provided an enrollment update through a power point presentation. He discussed summer 2016 enrollment which shows a 9 percent headcount increase and a 79% FTE increase over the same period in 2015. He projected fall 2015 enrollment headcount to be flat and that FTE will decrease about 9%. In regards to enrollment through December 2016, headcount is projected to increase slightly and FTE is projected to be flat or down slightly. Dr. Clarke anticipates that the SCC Success Scholarship will help to make Southeastern more attractive to prospective students. He stated that the point to retain students and receive credit for full FTE occurs at the ten percent point of the course. Dr. Clarke also mentioned that the college is doing new things within Student Services Learning Institute.

Dr. Clarke advised that the Workforce fiscal year ends in December. Occupational Extension is down approximately 2%. He advised that prison staffing issues have been a contributing factor.

**Construction Update:**

Dr. Clarke reviewed the Construction Update report. He discussed County Projects to include the Drainage and Circular Road project; Fire Alarm project; Sidewalk project; and ADA Compliance project. Dr. Clarke also discussed Connect NC Bond Funding, the Advanced Planning Project and S&A Railroad training project.

**Proposed SCC Success Scholarship:**

Dr. Clarke discussed the proposed SCC Success Scholarship and thanked the Board for its past approval of the scholarship. Southeastern Community College is planning to launch the scholarship program which would provide free college, paid tuition and fees, for qualified students beginning in the fall 2017 semester. He stated that the Foundation Board will meet on September 20 to consider approval of funding for the success scholarship. If the Foundation Board approves the Success Scholarship, an announcement to the public will be made at 1 p.m. in the Cartrette Building. Dr. Clarke further advised that Southeastern Community College will be the first in the southeastern part of the state to offer this scholarship.

**Manufacturing Skills Summit Update:**

Dr. Clarke discussed the manufacturing summit that is planned for September 22 at 7:30 a.m. He stated that the purpose of the summit is to inform employers about what the college has to offer as well as to

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receive feedback from them on how the college can accommodate and provide desired training of employees and potential employees.

**Student Government Association Report:**

Mr. Edmund called on SGA president, Samantha Singler, to report on activities of the Student Government Association. Ms. Singler reported on Student Orientation and Academic Readiness, (S.O.A.R.), Welcome Week activities, Red Cross Blood Drive, Families First Resource Table, and Constitution Day.

The trustees expressed appreciation to Ms. Singler for the report.

**Presidential Activities/Report:**

Dr. Clarke discussed various presidential activities that have occurred since the July board meeting and advised that a hard copy of the report will be provided to the trustees. He also discussed visits made to manufacturing companies in Columbus County.

Dr. Clarke informed the board of a possible opportunity for him to offer his services to the NC State doctoral program by serving as a mentor to doctoral candidates. This should increase the recognition of Southeastern at the system office and support the fact that the college will be viewed as one that wants to do new things. Dr. Clarke anticipates that if he is accepted in this role, the doctoral candidate would complete a project at SCC and attend various events at SCC.

**Reminders:**

Dr. Clarke reviewed upcoming events and invited the trustees to attend.

**Other Matters of Interest:**

**Trustee Training** - Mr. Randy Britt asked Dr. Clarke to communicate to the system office that the recently held trustee training in Charlotte was, in his opinion, not very well organized. He stated that the course material was great but the overall organization of the meeting was not. Mr. Britt stated that it was difficult to locate sign-in sheets (necessary to receive credit for taking the course) and nobody seemed to know who was in charge of the meeting. He stated that some of the classes ran longer than time allotted which resulted in trustees arriving late to other classes. Mr. Britt indicated that one of the instructors kept eluding to the fact that they were behind schedule and was apologetic. Mr. Britt also referenced the location of the meeting (Charlotte), and road construction delays. A discussion ensued about the possibility of receiving new trustee/reappointed trustee training online or at the location of Southeastern Community College. Ethics training is available online, and Mr. Britt as well as other trustees, has successfully completed it electronically in the past.

**Board of Trustees Meetings** – Mr. Edmund discussed recent board meetings wherein it was difficult to get a quorum of trustees together. He stated that he was aware that the full board was not present but emphasized the need to be more conscious of meeting attendance. Mr. Edmund expressed appreciation to the trustees for their participation in meetings and their overall concerns about the college's well-being.

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There was no further business and Mr. Edmund called for a motion to adjourn. A motion was made by Mr. Randy Britt to adjourn at 7:30 p.m. Mr. Mark Cartret seconded the motion. Motion carried unanimously.

Respectfully Submitted,

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Kathy P. Britt

Recording Secretary

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