

Minutes of the SCC Board of Trustees  
September 9, 2014 @ 5:30 p.m., Hooks Boardroom

**Present:** Mr. Henry Edmund, Chair, Dr. Maudie Davis, Vice Chair, Mr. Randy Britt, Mr. Harry Foley, Mr. Robert Ezzell, Judge Jack Hooks, Mr. Joey Ray, Mr. Joe Hooks, Mr. Charles Lytle, Mr. Mark Cartret, Mr. Terray Suggs, Ms. Theresa Blanks, and Sarah Barnhart, Student Trustee and SGA President

**Others Present:** President, Dr. Kathy Matlock, Vice President/Workforce and Community Development Beverlee Nance, Vice President/Administrative Services Betty Jo Ramsey, Acting Vice President /Academic Affairs Lauren Cole, Faculty Senate president Gail Auten, Marketing Director Liz McLean, and Recording Secretary Kathy Britt

**Welcome:** Mr. Edmund welcomed everyone and called the meeting to order. He stated that the agenda was in an abbreviated format due to the important matter of selecting the next president of the college.

Mr. Edmund called on former board chair, Randy Britt to be recognized for his dedicated service as chairman from July 15, 2008 through July 15, 2014. On behalf of the board of trustees, Mr. Edmund presented an engraved gavel to Mr. Britt. Mr. Britt expressed appreciation to the board and indicated that he will continue to be involved with the college and is willing to assist in any way.

**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 decline voting on that item.

**Voting Items:**

**Approval of Minutes** – Mr. Edmund called for action on the Special and Regular Session minutes for July 15, July 29, and August 11, 2014. Mr. Lytle questioned the listing of Executive Committee's (Nominated) section. It was determined that an error was made when Mr. Joey Ray's name was listed instead of Mr. Charlie Lytle. **A motion was made by Mr. Terray Suggs to approve the July 15 minutes (after name correction is made), July 29, and August 11, 2014 minutes. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

**Approval of 2014-2015 County Budget** – Ms. Ramsey presented the 2014-2015 county budget allocation. The county allocation for current expense is \$1,267,376. Capital outlay allocation is \$137,892.00 and will be dispersed by request with a project narrative for the funds. Ms. Ramsey indicated that there is a deficit of \$35,000. **A motion was made by Mr. Bobby Ezzell to approve the 2014-2015 county allocation. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

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Approval of 2014-2015 College Budget – Ms. Ramsey presented the 2014-2015 college budget. She indicated that the budget is 13.4 million, down approximately 1 million from 2013-2014 allocation. Ms. Ramsey explained that the decrease is mostly due to decrease in Pell grants and decrease in enrollment projections. **A motion was made by Mr. Joey Ray to approve the 2014-2015 college budget. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

**Approval of Procedure Change for Executive Committee Terms** – Ms. Ramsey requested approval to amend the Executive Committee composition of Procedure 1.1.1: Operations of the Board to read as follows:

*Composition*

*The Board will establish a five-member Executive Committee with the following composition: the Board chair, vice-chair, and three members of the board to serve a one-year term. Since the chair and the vice-chair are elected at the July meeting of the Board, the effective date of the function of the Executive Committee should be July 1.*

Discussion held regarding trustees who miss three consecutive meetings and the option to ask the appointing agencies to replace a trustee for the unexcused absences. Mr. Foley addressed the board on information learned during the NCACCT meeting he recently attended. He stated that it is the responsibility of the board chair to notify the appointing agency of consecutive absences by a trustee and that it is a self-policing matter, according to the trustee handbook. **A motion was made by Mr. Randy Britt to amend the Executive Committee composition of Procedure 1.1.1, Operations of the Board to read as stated. Mr. Joey Ray seconded the motion. Motion carried unanimously.**

**Approval to Increase project 1937D Auditorium Renovation** – Ms. Ramsey advised that several items deemed critical to the auditorium renovation had to be eliminated in order to meet the project budget. One important item that was removed was the alternate bid of \$19,000 for the replacement of the front entrance doors. Ms. Ramsey advised that Graka Builders has agreed to honor the original bid of \$19,000 if we choose to add this back to the project. She requested that the board approve adding the \$19,000 additional funds to the project from this year's county capital allocation and amend the 3-1 form to increase the project by \$19,000. **A motion was made by Mr. Bobby Ezzell to add the \$19,000 additional capital outlay to project 1937D, auditorium renovation. Dr. Maudie Davis seconded the motion. Motion carried unanimously.**

**Approval of Specific Fees List for Continuing Education** – Ms. Nance presented the SCC Specific Fees List for Continuing Education and requested approval. She reviewed each fee change. **A motion was made by Ms. Theresa Blanks to approve the Specific Fees List for**

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**Continuing Education. Mr. Harry Foley seconded the motion. Motion carried unanimously.**

**Minutes of the Board of Trustees Meeting**

**CONSENT ITEM:**

**Personnel Approvals** – Dr. Matlock presented the personnel approvals report for period ending September 9, 2014. **A motion was made by Mr. Harry Foley to approve the personnel report as presented. Mr. Joey Ray seconded the motion. Motion carried unanimously.**

**Presidential Activities Report** – Dr. Matlock presented the presidential activities report for informational purposes. There was no discussion.

**Notification of Extra Employment Requests** – Dr. Matlock presented the Extra Employment Requests report. It consisted of two requests:

Ms. Sharon Stephens – Coach, Tabor city Middle School

Ms. Sylvia Cox – A+ Schools/Educational and Consultant/Apprentice Fellow

**Student Government Association Report** – SGA President Sarah Barnhart presented a report of activities from July 28 – September 8, 2014. Ms. Barnhart highlighted areas of the report and she stated that as of board meeting date, students spent 17 hours on campus beautification. Ms. Barnhart indicated that she has reached out to various clubs in an effort to get them more involved in student activities and the first SGA student body meeting was held. She stated that students were very inquisitive and responsive to the meeting.

Dr. Matlock praised Ms. Barnhart for her efforts as student body president and informed the board that she is doing an excellent job. Dr. Matlock stated that she is very impressed with the process.

**Update on NC Association of Community College Trustees Conference** – Trustee Harry Foley updated the board on information from the recent NCACCT leadership seminar. Mr. Foley and Mr. Cartret were in attendance. He reviewed requirements of board of trustee members:

- **Statement of Economic Interest** – Must be completed prior to participation in a vote by the board of trustees. Due annually by April 15.
- **New/Reappointed Trustee Training** – Due within six months of being newly appointed or reappointed trustee. If a trustee is out of compliance, it may result in an audit exception for the college.

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- **Ethics Training** – Due every two years. The training may be done online or in a classroom.
- **Absences** – If a board member fails to attend 3 consecutive board meetings without justifiable excuse or doesn't participate in trustee training within 6 months of appointment, it is the duty of the board chair to report findings to the appointing agency.

**Reminders:** Dr. Matlock reviewed list of upcoming events.

**Recognitions** - Mr. Edmund stated that in the future, he plans to recognize faculty and staff for success stories. He asked that anyone who is aware of a deserving recognition to please bring to his attention. It is Mr. Edmund's plans to recognize by congratulatory letter or to have them appear before the board for recognition at a future meeting.

**Board Meeting Date Change** – Mr. Edmund discussed the possibility of changing the regularly scheduled board meeting date from the third Tuesday to another date in order to accommodate and promote regular attendance by trustees. It seems that the bi-monthly third Tuesday meeting date conflicts with other meetings of trustees and hinders regular attendance. Various days were discussed and the second Tuesday (bi-monthly) appears to be the best change. The trustees asked Ms. Ramsey, VP/Administration if she could produce financial reports in a timely manner for the board meetings if this change was adopted. She stated that she has five business days to submit financials to the system office prior to sending to the board of trustees. It was understood that if the meeting date was changed, Ms. Ramsey could submit the agenda documentation after the voting items are emailed, or could present at the meeting if there is not sufficient time prior to the board meeting. **A motion was made by Mr. Randy Britt to amend the "Meetings" section under Procedure 1.1.1: Operations of the Board, to state that the Board regularly meets on the "second" Tuesday of January, March, May, July, September, and November. Mr. Joey Ray seconded the motion. Motion carried unanimously.**

**Farewell to Dr. Kathy Matlock** – Mr. Edmund reminded the board that the September 9 board meeting would be Dr. Matlock's final regular board meeting due to her effective retirement date of November 1, 2014. Mr. Edmund expressed appreciation to Dr. Matlock for everything she has done during her tenure as president of the college. He discussed how the campus has grown over the last ten years, new buildings, etc. Mr. Edmund stated that Dr. Matlock has generously given to the college and established an endowment in her parents' names, larger than any previous president. Mr. Edmund spoke about her generous donations to Relay for Life over the years and her offer to pay insurance for anyone who wanted to participate in the 2014 Take the Lake event. Mr. Edmund stated that he recognizes these contributions and appreciates everything she has done for the benefit of the college and community. He stated that the board of trustees will miss her and that he couldn't pass the opportunity to recognize her at the last official board meeting as president of the college.

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**A motion was made by Mr. Randy Britt to enter into Closed Session in accordance with N.C.G.S. 143-318.11(a)(6) Personnel. Mr. Charles Lytle seconded the motion. Motion carried unanimously.**

**A motion was made by Mr. Randy Britt to enter Regular Session. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

**A motion was made by Mr. Joey Ray to approve the hiring of Dr. Tony Clarke as the next president of Southeastern Community College contingent upon state board approval. Mr. Charles Lytle seconded the motion. Motion carried unanimously.**

**A motion was made by Ms. Theresa Blanks to adjourn at 7:20 p.m. Dr. Maudie Davis seconded the motion. Motion carried unanimously.**

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**Kathy P. Britt, Recording Secretary**