

**Minutes of the Board of Trustees  
Southeastern Community College  
March 18, 2019 @ 5:30 p.m., A Building, Hooks Boardroom**

**Present:** Mr. Henry Edmund, Chair; Dr. Maudie Davis, Vice Chair; Ms. Theresa Blanks, Mr. Bobby Ezzell, Ms. Emma Shaw, Dr. Gary Lanier, Mr. Joe Hooks, Mr. Jack Hooks, Mr. Randy Britt, Ms. Pickett Council

**Absent:** Mr. Brenden Jones and Mr. Terray Suggs

**Others Present:** Dr. Anthony Clarke, President; Dr. Michael Ayers, Vice President/Academic Affairs; Ms. Sylvia Cox, Vice President/Student Services; Mr. Dan Figler, Vice President/Administrative Services; Ms. Liz McLean, Marketing and Outreach Director; Mr. Marcus Gallagher, Faculty Senate President; Mr. Tanner Bullard, SGA President, and Ms. Kathy Britt, Recording Secretary

**Welcome:** Mr. Edmund welcomed everyone to the meeting.

**Personnel Introductions:** Dr. Clarke introduced the following new employees: Mr. Matthew Caison, Financial Aid Associate; Ms. Valerie Register, Processing Assistant/Workforce and Community Development; and Mr. Joshua Wood, Maintenance Technician.

**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.

**Voting Items:**

**Approval of Meeting Agenda – A motion was made by Dr. Gary Lanier to approve the agenda with the addition of one item, #21.5, Consideration of Approval of Change Orders 1 and 2. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

**Presentation Regarding Mobile Unit in Buckhead by Ms. Tammy Patrick of the Waccamaw Siouan Tribal Council:** Ms. Patrick is on the Board of Directors and was accompanied by Ms. Pamela Jacobs and Ms. Pat Andrews. She expressed appreciation to the college for keeping a presence in the area and discussed the value of the college to the community. She advised that the Commission of Indian Affairs assisted 16 students to attend Southeastern Community College. The Commission generally assists 15-20 students per semester. Ms. Patrick discussed historical information about the mobile unit and advised that the Tribal Council has an invested interest in it. She indicated that the unit is being used for storage space and that various repairs have to be completed before it can be put back into use as a venue for community events. The unit was damaged during Hurricane Florence resulting in a leaky roof. Ms. Patrick stated that the tribe does not have funding to make the necessary repairs and will have to release the unit if Southeastern cannot assist with the repairs. Various trustees asked questions and inquired about the location of the unit. Ms. Patrick stated that if the needed repairs were made, the unit could be used to register prospective students for SCC. She indicated that the mobile unit is used frequently.

The trustees directed Dr. Clarke and staff to investigate the damages sustained and to report findings to the Board of Trustees to determine the proper course of action. **A motion was made by Ms. Pickett Council to investigate damages sustained to the mobile unit owned by the college and located in Buckhead and to report findings to the Board of Trustees. Mr. Jack Hooks seconded the motion. Motion carried unanimously.**

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**Approval of Minutes:** Mr. Edmund asked for a motion on the January 22 and February 12, 2019 Board of Trustees meeting minutes. **A motion was made by Mr. Randy Britt to approve the January 22 and February 12, 2019 Board of Trustees meeting minutes. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

**Approval of Budget Transfers for January – February 2019:** Mr. Figler discussed the Budget Transfers report and reviewed the backup documentation included in the agenda packet. He stated that there was a budget reversion in January of \$79,276. Mr. Figler felt confident, based on information obtained at the last CFO meeting, that this will be the only reversion of funds for FY19-20. **A motion was made by Mr. Bobby Ezell to accept the Budget Transfers report as presented. Dr. Maudie Davis seconded the motion. Motion carried unanimously.**

**Certification of application for three projects to be funded by Hurricane Florence Repair and Renovation Funds:** Mr. Figler discussed the Summary for State Repair and Renovation from Hurricane Florence. The State Board is fronting money to the institutions, and the college will return the money to the State upon reimbursement from FEMA. Information shown below was stated in the agenda packet:

**Project #2463 – Cartrette Building, T Building, and R Building Roof and Water Damage Repair – Hurricane:** These buildings were grouped together based on similar repairs/damages. The estimated cost sent to the state in December was \$34,938.00. The overall cost to repair the buildings is \$38,938.45 (Cartrette - \$33,016.59, T Building - \$4,590.25, and R Building - \$1,334.61. Difference of \$4,000.45 which will be paid out of college funds.

**Project #2464 – S Building Flood Repair and Generator Replacement – Hurricane:** The estimated cost of \$18,000 was submitted to the state.

**Project #2465 – Greenhouse Repairs – Hurricane:** The cost estimated and submitted to the state was quoted at \$1,160.00.

After discussion, Mr. Figler requested approval on reimbursements for Project #2463, 2464, and 2465. Total cost estimate, for Projects #2463, 2464, and 2465 to be allocated to the college - \$54,098

**A motion was made by Mr. Randy Britt to approve the project reimbursements as presented. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

**Authorization to transfer Polycom EDU carts to Columbus County Schools:** Southeastern and Columbus County Schools entered into a partnership agreement to earn a USDA grant, Rural Utilities Services Distance Learning and Telemedicine Grant in 2014. Due to the expiration of the grant in 2018, Mr. Figler requested approval to transfer 13 Polycom EDU Carts deemed surplus property to Columbus County Schools. Mr. Figler stated that these were federal funds and therefore no advertising or notification required about surplus property. **A motion was made by Dr. Gary Lanier to transfer surplus property (13 Polycom EDU Carts) to Columbus County Schools. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

**Approval of Acquisition of Real Property:** Mr. Figler requested approval of Acquisition of Real Property form NCCCS 3-1. This is a required form for acquisition of property, including donated property. The college attorney is handling the paperwork. A few questions were asked, and Mr. Figler

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explained that once the college receives occupancy approval, the property will be posted for no trespassing and no fishing in the pond due to the risks of liability. **A motion was made by Ms. Pickett Council to approve the NCCCS 3-1 form, Acquisition of Real Property for donated real property. Ms. Emma Shaw seconded the motion. Motion carried unanimously.**

**Approval to offer Agribusiness Technology degree beginning in the fall 2019 semester:** Dr. Michael Ayers requested approval by the Board of Trustees to offer the Agribusiness Technology Degree program starting in the fall of 2019. He advised that a 25-member advisory committee was formed consisting of representatives from across the county to consider the need for an Agribusiness Technology Degree program. Dr. Ayers indicated that there is enthusiasm for the program, the timing is right, and it promises much opportunity for prospective students. The program will require one additional position, and no contiguous colleges to Southeastern offer it.

**A motion was made by Dr. Gary Lanier to approve the Agribusiness Technology Degree program beginning in the fall 2019 semester. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

**Approval of 2019-2020 Curriculum Student Fees:** Ms. Cox presented a slide presentation on proposed 2019-2020 Curriculum Student Fees with no increases from the previous year. Dr. Ayers referenced internal fees. He discussed that some fees for certification testing are built into course fees which allows students to use financial aid for payment. **A motion was made by Dr. Maudie Davis to approve 2019-2020 Curriculum Student Fees as presented. Dr. Gary Lanier seconded the motion. Motion carried unanimously.**

**Dr. Gary Lanier was excused from the meeting at 6:15 p.m.**

**Approval of President's Discretionary Funds from Rams Café and vending profits in accordance with Policy 6.10 Use of Profits from Vending Machines and Other Convenience Concessions:** Dr. Clarke requested approval to transfer \$1,700 from Rams Café commissions and \$1,500 in vending commissions to the President's Discretionary fund for the remainder of the 2018-2019 fiscal year. He summarized how money from the President's Discretionary Fund has been utilized to this point. There are more events scheduled to be held prior to the end of FY 19-20 and approval of this request will enable the process to run smoothly.

**A motion was made by Mr. Randy Britt to approve the transfer of \$1,700 from Rams Café commissions and \$1,500 in vending commissions to the President's Discretionary fund. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

**Approval to Amend Policy 1.07 regarding Construction Time Extension:** Dr. Clarke discussed the request to amend policy 1.07 to alleviate construction time restraint challenges. He requested approval to amend the policy to read that the Board Chair, President, or the President's designee could approve change orders regardless of the amount or time extension and then inform the Board at the next regularly scheduled Board of Trustees meeting. The current policy states that the full board must approve change orders that include a time extension. If this request is approved, it would allow for construction to continue on schedule and without delays. Mr. Figler advised that the first change order resulted in a 2-day delay and the second change order resulted in an 18-day delay. Mr. Jack Hooks

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inquired about the chain-of-command if the president or board chair delegated authority and how the person is deemed qualified to receive the delegation as well as what the limitations are. The trustees discussed the \$50,000 limitation on capital improvements that the president has authority to approve, but change orders require full board approval regardless of the amount. **After discussion, a motion was made by Ms. Pickett Council to approve request to amend policy 1.07 to allow the board chair, president, or president's designee to approve change orders, regardless of amount or time extension, and to report to the full board at its next regularly scheduled meeting. Dr. Maudie Davis seconded the motion. Motion approved by a vote of 7 (Mr. Bobby Ezzell, Dr. Maudie Davis, Ms. Theresa Blanks, Ms. Emma Shaw, Mr. Randy Britt, Mr. Joe Hooks, and Mr. Henry Edmund) to 1 no (Mr. Jack Hooks).**

**Personnel Update:** Dr. Clarke reviewed the Position Vacancy Status report and the Personnel Update that was included in the agenda packet. There were no questions.

**Student Government Association Report:** SGA President Tanner Bullard reviewed activities of the SGA for the period January – March. He also reviewed upcoming activities for April and May and invited the trustees to attend.

Mr. Bullard updated on the Rams Pantry project and advised that the interior of the new location is nearing completion. He was happy to announce that Mr. Mike Roberts of BB&T has submitted the pantry project as a proposed Light House project at BB&T.

Mr. Bullard concluded the SGA report and advised that the March meeting will be his final one as SGA President. He thanked the trustees for their support during his tenure as SGA president and stated that it has been a wonderful experience. Mr. Bullard will be attending UNCP in the fall and looks forward to the possibility of becoming an SCC employee in the future.

On behalf of the Board, Mr. Edmund expressed appreciation to Mr. Bullard for his leadership as the SGA president and for the work on the pantry project.

**Enrollment Update:** Dr. Clarke presented power point slides for the Enrollment Update. Regardless of the effects of Hurricane Florence, curriculum experienced an increase in FTE. The slides presented comparisons to previous years. He expressed appreciation to the faculty and staff for their efforts in making the increase happen during the difficult circumstances that many families faced.

Dr. Clarke discussed some of the challenges faced by Continuing Education. He advised that the prisons are fully staffed now and the college expects to see some improvement in the spring. He discussed pre-employment training agreements with National Spinning, Mastec, and a Duke contractor who has established a training facility on Peacock Road.

Dr. Clarke discussed a corrective action report sent to the Board regarding the nursing program. He stated that the college is 3 percent below the standard. He advised that SCC accepts more aspirational nursing students than most schools and the nursing faculty has experienced turnover as well. Dr. Clarke stated that leadership must look at both students and faculty for an overview.

**Facilities Update:** Mr. Figler discussed slide presentation #15 and advised that occupancy has been granted to reopen B Building. Construction will begin soon on M Building. He discussed the portable welding units that have been brought to campus and how the transition should be seamless. The next

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construction meeting is scheduled for March 26. Discussion was held about the possibility of a welcome center being added to T Building.

**Approval of Change Orders 1 and 2:** Dr. Clarke requested a vote from the Board of Trustees on two change orders wherein the policy was not accurately followed. An explanation of the changes orders was provided and a motion was made by Mr. Bobby Ezzell to approve Change Order 1 and Change Order 2. Dr. Maudie Davis seconded the motion. Motion carried unanimously.

**Columbus Career and College Academy / Early College High School Update:** Dr. Clarke presented a draft memorandum of agreement and advised that Dr. Williams had questions regarding cost. Dr. Clarke is moving forward with the agreement.

**Employee Survey Results:** Dr. Clarke discussed the results of the Employee Survey (Slide 17). He stated that 2019 marks year 5 of employee surveys thus providing a stable comparison chart. Dr. Clarke stated that out of 83 items on the survey, 72 of those showed the highest score ever. He concluded that it is a great reflection of how the college is trying to take care of its employees.

**Naming Rights Information:** Dr. Clarke referenced the Naming Rights Analysis information that was included in the agenda packet. He highlighted various areas of the report to compare Southeastern's minimum contribution for naming opportunities to other colleges. Southeastern's minimum was higher in most categories.

**Update to Procedure 5.41.2 Meritorious Service Awards:** Dr. Clarke discussed changes implemented for procedure 5.41.2, Meritorious Service Awards for FY 19-20:

- Staff quarterly awards will be funded by and named the Christina & O'Dell Scott Meritorious Service Award.
- Faculty quarterly awards will be funded by and named the T. Elbert Clemmons Meritorious Service Award.
- Nominating Criteria:
  - Contributing a new idea or being a key player in an initiative which leads to the improvement of a process, service, or delivery.
  - Demonstrating a commitment to provide assistance and help support the needs of students, faculty, staff, and/or the public.
  - Implementation of a significant cost savings idea or generation of additional resources for the College.
  - Using a positive and cooperative approach to help students and/or coworkers achieve their goals.
  - Being an innovative, goal-driven member of a college committee or in a special assignment that has college-wide impact.
- Guidelines:
  - All regular, full-time employees are eligible to nominate and be nominated for the award, except for members of the Leadership Team.
  - Nominees cannot receive recognition twice for the same initiative.
  - The award is a \$150 non-recurring bonus to be awarded as funds are available.
  - Employees may nominate themselves.

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- The nomination packet becomes the property of the College and will not be returned to the nominator.
- Nominations will be solicited and reviewed quarterly (June, September, and December) by Human Resources and then forwarded to the Leadership Team for selection.
- All nominations for June, September, and December will be included in the Outstanding Faculty and Staff award nominations in March which is announced at the Spring Graduation ceremony.]
- **Awarding Process**
- **Outstanding Faculty and Staff Meritorious Service Award:**
  - The Outstanding Faculty and Staff awards will be nominated using the same nomination criteria. Marketing will solicit nominations and forward to the assigned T. Elbert Clemmons Committee for selection. Quarterly nominations for meritorious service awards will also be forwarded to the committee for this annual award.

**College Activities Report:** Dr. Clarke highlighted the College Activities report. A copy of the report was included in the agenda packet.

**Faculty Senate President:** Mr. Edmund called on Mr. Marcus Gallagher to report. He spoke about the Reuben Brown House Preservation, as well as the way students are involved in many of the downtown events. He invited ideas and encouraged everyone to join the Reuben Brown House Preservation project.

**Presidential Activities Report:** Dr. Clarke presented the President's Activities report for the period January 23 – March 15, 2019. He highlighted aspects of the report and stated that he presently has 52 Instagram followers.

**Board Meeting Dates:** The Board of Trustees meets bi-monthly on the third Monday. This schedule often conflicts with the Board of County Commissioners meetings of which Dr. Gary Lanier is sometimes required to attend due to his position as the County Economic Development Director. Mr. Edmund is requesting feedback from the trustees about changing the regular Board meetings to another night and/or week. The president's office will poll the trustees about their preferences.

**President's Evaluation –** Mr. Edmund reminded the Board that it's almost time for the President's evaluation and the evaluation forms will be forwarded to them in the near future. He encouraged the trustees to return the evaluations as soon as possible.

**Request to Enter Closed Session:** A motion was made by Mr. Jack Hooks to enter into Closed Session for a personnel matter and in accordance to N.C.G.S. 143-318.11(a)(6). Mr. Randy Britt seconded the motion. Motion carried unanimously.

**Return to Open Session:** A motion was made by Mr. Jack Hooks to reenter Regular Session. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

There was no further business, and a motion was made by Mr. Jack Hooks to adjourn. Mr. Joe Hooks Seconded the motion. Motion carried unanimously.

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Kathy P. Britt, Recording Secretary

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