

**Minutes of the Board of Trustees  
Southeastern Community College  
November 25, 2019 @ 5:30 p.m., A Building, Hooks Boardroom**

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

**Others Present:** Dr. Bill Aiken, Interim President; Mr. Dan Figler, VP/Administrative Services; Ms. Sylvia Cox, VP/Student Services; Ms. Beverlee Nance, VP/Community and Workforce Development; Dr. Michael Ayers, VP/Academic Affairs; Ms. Haylee Damato, Marketing and Outreach; Mr. Marcus Gallagher, Faculty Senate President; Mr. Josh Snyder, SGA President, Mr. Justin Smith, The News Reporter, and Ms. Kathy Britt, Recording Secretary

**Introduction of Interim President, Dr. Bill Aiken:** Mr. Edmund introduced Dr. Bill Aiken and stated that the college is fortunate to have him serving as Interim President while the college searches for its next president. Dr. Aiken stated that he is pleased to be serving in the interim capacity and is enjoying the comradery with faculty, staff, and the community in general.

**Personnel Introductions:** The following new employees were introduced: Tammy Penner, Regional Infant/Toddler Specialist; Larissa Beasley, Medical Office Administration Instructor; Melody Clanton, Administrative Assistant, VP/Administrative Services; Melissa McPherson, Business Operations Associate; Derek McDowell, HRD Instructor/TCl; Nathan McDevitt, Computer Instructor/TCl.

**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.

Mr. Edmund encouraged the trustees to complete their Ethics training if they are in a due or past-due status.

**Voting Items:**

**Approval of Minutes:** Mr. Edmund requested approval of minutes. **A motion was made by Dr. Gary Lanier to approve the September 23, October 10, and October 14 Regular Sessions minutes. Ms. Pickett Council seconded the motion. Motion carried unanimously.**

**Approval of Policy 5.26 Bereavement Leave:** Dr. Aiken discussed the proposed Bereavement Leave policy and stated that many organizations have a 3-day leave policy for employees who have experienced the death of an immediate family member. In the event that an employee would need additional time, they would be able to use earned sick or vacation leave with supervisor's approval. **After a brief discussion, a motion was made by Dr. Gary Lanier to approve the proposed Bereavement Leave Policy 5.26 as presented. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

**Information Items:**

**Personnel Update:** Dr. Aiken referenced the Personnel Update, including the Position Status Report and highlighted noted personnel changes.

**Student Government Association Activities Report:** Mr. Edmund called on SGA President Josh Snyder to present the SGA report. He highlighted portions of the report. Mr. Snyder also spoke about donations made to the Rams Pantry and the positive impact made on students who are dealing with difficult financial circumstances.

**Student Services Update:** Dr. Sylvia Cox presented the Student Services update and discussed Outreach Season, Safe Night Events, Aviso Retention Software, and other aspects of the report included in the agenda packet. A question arose about partnerships with the college. There are partnerships with UNCP, UNCW, and Gardner Webb. Southeastern hosts college fairs in the fall and spring and instructors encourage colleges to participate.

**Academic Affairs Update:** Dr. Michael Ayers reviewed the Academic Affairs report. He discussed the nursing program and advised that the college has a 3-year average pass rate of 82%. All students who were eligible to test have tested. Dr. Ayers noted that the first score is the score that is calculated in the pass rate. See Dr. Ayers report regarding other aspects of Academic Affairs and updates.

**Workforce and Community Development Update:** Ms. Beverlee Nance presented the Workforce and Community Development update. She discussed employer engagement, pathways, recruitment team, NCWorks Career Center, Small Business Center, and Retired Senior Volunteer Program (RSVP). Ms. Nance discussed NC Works and the integral part it plays with the college. She stated that a lot of behind-the-scenes work is accomplished through NCWorks and further advised that 719 people were assessed for services during the time frame of September – November.

**Administrative Services Update:** Mr. Dan Figler presented the Administrative Services update and advised that budget transfers are not included in the report because a budget has not been adopted. As of now, there are no salary increases. Mr. Figler advised that the college has received Hurricane Florence loss of FTE funding and we're at about the same amount as last year. He asked for questions.

Mr. Figler updated on facilities and discussed change order 7. It will be after Christmas before T Building can be occupied and no classes will be held at beginning of spring semester. Mr. Figler hopes that a grand opening for T Building can be held in January, 2020. There were no questions.

**Strategic Plan Update:** Dr. Aiken discussed the strategic plan and advised that the college is staying on target with initiatives. He was of the opinion that the 2017-2020 plan should be extended for one year. He felt that the next president should lead the way with a new strategic plan.

**Presidential Activities Report:** Dr. Aiken reviewed the Presidential Activities report and advised that the majority of activities were conducted in-house.

**Distribution of Board Packet Materials:** Dr. Aiken advised that a new process will begin for the January Board meeting wherein everything will be done electronically. This will save paper and time for agenda preparation. If a trustee prefers a hard copy of the packet it will be provided.

#### **Chairman's Comments:**

**Approval of Request for Proposals (RFP) for Hiring of Consulting Firm for Presidential Search –** Mr. Edmund referenced the document (Item 13) and indicated that he is seeking approval of the document. He asked for questions and/or comments from the trustees. A discussion was held regarding whether

the low bidder will automatically be selected. It was the consensus that the list be narrowed down to top three bidders who will also do a presentation. After that point, everything is mostly standard. **A motion was made by Mr. Jack Hooks to approve draft consulting firm RFP document as presented. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

**Approval of Appointments to Presidential Search Committee** – Mr. Edmund presented the following names or categories for approval by the Board to serve on the presidential search committee: Jack Hooks, Chair; Emma Shaw, Theresa Blanks, Gary Lanier, Randy Britt, Joe Hooks (Foundation President) Marcus Gallagher (Faculty/Senate President); Bill Maulsby (Staff Representation); SGA President, Josh Snyder, and Kathy Britt, Recording Secretary (Non-Voting); Mr. Jack Hooks will contact the County Commissioners, Whiteville City Schools superintendent, and Columbus County Schools superintendent regarding appointments to the search committee. The at-large position will be filled by Steve Smith. Mr. Smith was previously a member of the Board of Trustees and has served in the capacity of President of the Foundation most recently.

**A motion was made by Ms. Pickett Council for the search committee to be comprised of 13 voting members as outlined above and one non-voting member who will serve as recording secretary. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Mr. Edmund concluded the comments and advised that it will be a February-March timeframe before the search process will begin.

**Board of County Commissioners Meeting – January 6, 2020** – Mr. Edmund advised that he and Dr. Aiken will attend the January 6 Board of Commissioners meeting to introduce Dr. Aiken and to update on the college. He encouraged the trustees to attend the meeting.

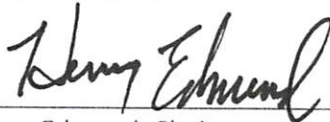
**Request to Enter Closed Session:** A motion was made by Mr. Randy Britt to enter Closed Session to approve Closed Session minutes and in accordance with N.C.G.S. 143-318.11(a)(1). Mr. Joe Hooks seconded the motion. Motion carried unanimously.

A motion was made by Dr. Gary Lanier to reconvene in Open Session. Mr. Jack Hooks seconded the motion. Motion carried unanimously.

There was no further business, and a motion was made by Mr. Randy Britt to adjourn at 6:35 p.m. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.



William Aiken, Ed.D.  
Interim President



Henry Edmund, Chair  
SCC Board of Trustees