

Minutes of the Southeastern Community College Board of Trustees
Monday, September 14, 2020 at 5:30 p.m.
T Building, Room 102-122

Present: Judge Jack Hooks, Chair; Mr. Joe Hooks, Vice Chair; Mr. Bobby Ezzell, Mr. Randy Britt, Ms. Emma Shaw, Ms. Theresa Blanks, Mr. Henry Edmund, Dr. Gary Lanier, Ms. Crystal Frink (by phone)

Absent: Mr. Terray Suggs and Dr. Maudie Davis

Others Present: Dr. Chris English, President; Dr. Chris English, Dr. Michael Ayers, VP/Academic Affairs; Dr. Sylvia Cox, VP/Student Services; Beverlee Nance, VP/Workforce and Community Development; Dan Figler, VP/Administrative Services; Emily Russ, Faculty Senate Vice President; Haylee Damato, Marketing Director; Kathy Britt, Recording Secretary; David Gore, Tech Support; and Thomas Sherrill, News Reporter

Welcome: Judge Hooks welcomed everyone to the meeting and introduced the family of former trustee, Ms. Pickett Council. He commended Ms. Council's service to the Board. Mr. Henry Edmund, former Board Chair, spoke about how Ms. Council faithfully participated in meetings and when she was unable to attend in person, she would join the meeting by conference call.

Resolution in Memory of Former Trustee, Ms. Pickett Council: Judge Hooks discussed his request for approval of the resolution in memory of Ms. Pickett Council and stated that he would like to present the document to the Council family. **A motion was made by Mr. Randy Britt to approve the resolution in memory of Ms. Pickett Council as presented. Dr. Gary Lanier seconded the motion. Motion carried unanimously.**

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RESOLUTION

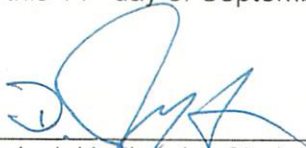
WHEREAS, Virginia Pickett Council served as a member of the Board of Trustees of Southeastern Community College from July 2018 until August 2020;

AND WHEREAS, Virginia Pickett Council served with honor, distinction and dependability while providing leadership, concern and vision at all times;

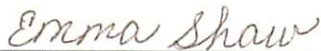
AND WHEREAS, the service Virginia Pickett Council provided Southeastern Community College continued the traditional service of the Council family, both immediate and extended, to this institution;

AND WHEREAS, the Board of Trustees expresses its sincere sympathy to the family of Virginia Pickett Council regarding her untimely death on August 9, 2020;

IT IS, THEREFORE, RESOLVED that this memorial tribute to Virginia Pickett Council be placed into the minutes of the Board of Trustees meeting of this 14th day of September, 2020.



D. Jack Hooks, Jr., Chairman
Board of Trustees



Emma Shaw, Secretary
Board of Trustees

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Ethics Statement: Judge Hooks 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 matter involved.

Introduction of New Personnel - The following employees were introduced: Kaitlin Nobles, Medical Office Administrative Instructor; Lawrence (Dale) Lewis, Electrical Engineering Instructor; Jasmine Anderson, Child Development Center Teacher; Kateline Cartrette, Child Development Center Teacher; Lydia Faison, NCWorks Career Advisor/National Dislocated Worker Grant Facilitator; and Wendy Watts, Student Advisor. Dr. English and Judge Hooks welcomed the new personnel and provided an opportunity for each to address the Board of Trustees if they so desired.

Introduction of Student Government Association Officers (SGA) – The Student Government Association officers (SGA) introduced themselves and briefly discussed their chosen field of study: Mackenzie Park, President; Rachel Todd, Vice President; and Shawn Strickland, Secretary. The officers were energetic and excited to be an SGA officer.

Ethics Awareness and Conflict of Interest Reminder – Judge Hooks read the Ethics Awareness and Conflict of Interest statement. He reviewed the statement and reminded the trustees to state anything that is an actual conflict or a potential conflict as business is conducted and to recuse themselves from participating in a vote.

Approval of Meeting Agenda – A motion was made by Mr. Henry Edmund to approve the meeting agenda. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

Approval of Minutes – A motion was made by Mr. Randy Britt and seconded by Mr. Bobby Ezzell to approve the following sets of minutes: July 13, 2020 (Regular Session); July 24, 2020 (Special Session); August 3, 2020 (Special Session) and August 27, 2020 (Special Session).

Approval of FY 2020-2021 Blanket Travel Request: A motion was made by Dr. Gary Lanier to approve the 2020-2021 blanket travel request form, in-state destinations only; 7,500 miles (\$3,750) for Dr. Chris English. Mr. Henry Edmund seconded the motion. Motion carried unanimously.

Approval of State Budget: Mr. Figler presented the College FY 2020-2021 budget to the Board and requested approval of the State Budget in the amount of \$24,286,437. A motion was made by Dr. Gary Lanier to approve the budget. Mr. Randy Britt seconded the motion. Motion carried unanimously.

Approval of Budget Transfers for 2020-2021: Vice President/Administrative Services Dan Figler requested approval of budget transfers for the period July 1, 2020 through August 31, 2020. A motion

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was made by Mr. Henry Edmund to approve budget transfers for 7-1-2020 – 8/31/2020. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.

Approval of Authorized Signers for Financial Institutions affiliated with SCC – Mr. Figler requested approval of the following statement:

The following individuals are approved as authorized signers for bank accounts held for Southeastern Community College and are appointed to act on behalf of the college and granted signatory approval:

Dr. Chris English, President

Mr. Daniel J. Figler, CFO

Ms. Donna Turbeville, Controller

Ms. Donna Turbeville is authorized to update such bank accounts at the financial institutions affiliated with the college. Each appointed individual will provide name, title, address, social security number, date of birth and telephone number to the financial institution as needed.

A motion was made by Mr. Randy Britt and seconded by Mr. Joe Hooks to approve authorized signers for bank accounts held for Southeastern Community College as stated. Motion carried unanimously.

Approval of Student/Third Party Account Write-offs for FY 20-21, Policy 6.14 – Mr. Figler presented the report for 2019-2020 and advised that the information covers the academic terms of 2007-2018. He advised that this does not release the individuals' responsibility and the state can do set-offs. Mr. Figler answered questions from the trustees and indicated that the debts reach farther back than 2007. Trustee Randy Britt inquired about how SCC compares to others throughout the system. Mr. Figler also stated that approval of write-offs was recommended by the auditor. A motion was made by Mr. Henry Edmund to approve account write-offs as presented (1,431 Student Receivables - \$946,790.03 and 6 sponsorships/3rd party billing - \$3,225.13 totaling \$950,015.16). Ms. Theresa Blanks seconded the motion. Motion carried unanimously.

Approval of Amendment of July 13, 2020 Board Minutes / Bookstore Markup – Dr. English requested approval of an amendment to the July 13 Minutes / Bookstore Markup. He stated that during the July Board meeting, a discussion was not held in regards to Early College / High School students. These students are required to purchase books, and the college automatically put them in the markup category. Dr. English suggested that the college have a zero markup on textbooks for Early College / High School students. It was also stated that in some instances the books exceed cost of the course; Early College/High School students are not eligible for financial aid. Dr. English discussed the fact that as FTE increases, it outweighs the cost of losing 10% on the textbook markup. A motion was made by Mr. Randy Britt to amend the July 13 minutes to include a statement that textbooks for Early College / High School students will not have a markup. Ms. Emma Shaw seconded the motion. Motion carried unanimously.

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Approval of Due Process Policy 4.04 – Dr. Cox expressed appreciation to the Due Process subcommittee, Judge Hooks, Ms. Shaw, Dr. Lanier, Ms. Frink, Mr. Joe Hooks, and Ms. Blanks for their work on the revised policy 4.04 and as stated below:

Due Process Policy 4.04: Southeastern Community College recognizes the rights of students and provides due process in a fair, timely, and reasonable manner. Due process includes the right to a hearing, a presentation of charges and the evidence for the charges, the right to present questions to witnesses testifying in support of the charges that are relevant to the accusations, the right to present evidence, the right to have witnesses on their behalf and the right of appeal.

Any student accused of the disciplinary or conduct rules of this institution shall have the right to be represented by an advocate of the student's choice to include a licensed attorney paid for by the student. Cases involving Title IX violations will follow Policy 2.14. No disciplinary sanction(s) other than temporary removal from class or activity (only for the duration of that activity) may be imposed without due process.

A motion was made by Mr. Joe Hooks to approve the revised policy as stated. Dr. Gary Lanier seconded the motion. Motion carried unanimously.

Approval of Policy 1.10 – Specifications for Removal of Trustee – As the college prepares for the SACSCOC reaffirmation, various policies are being reviewed to insure compliance. In regards to that, Dr. English discussed Policy 1.10, Removal of a Trustee. He briefly discussed reasons stated in the general statutes (N.C.G.S. 15D-19) for removal of a trustee and advised that a two-thirds vote is required. Dr. English requested approval of the policy that reads as follows:

A trustee may be removed from office in accordance with North Carolina State Statute 115D-19 and any other applicable North Carolina General Statute. The trustee can only be removed "for-cause" which includes inability to discharge duties, disreputable conduct, failure to attend three consecutively scheduled meetings without justifiable reason, and failure of newly appointed Board of Trustee members to participate in, without justifiable reason, an orientation session sponsored by the North Carolina Association of Community College Trustees within six (6) months of being appointed or elected. (Trustee Removal)

(See motion below)

Approval of Policy 1.11 – Board Self Evaluations – Dr. English further discussed the requirement for Board Self- evaluations and requested approval of the following policy:

The Southeastern Community College Board of Trustees shall conduct regular evaluations of its responsibilities and expectations. The evaluation shall include elements evaluating the performance of individual trustees as well as the operation of the Board as a whole. (Board evaluation)

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Dr. English discussed the fact that prior to the COVID pandemic, the trustees did complete a self-evaluation in March 2020; however, the results have not been compiled for presentation to the full Board. The results will be presented during the November 9, 2020 Board of Trustees meeting.

A motion was made by Dr. Gary Lanier to accept Policy 1.10 Specifications for Removal of Trustee and Policy 1.11 Specifications for Board Self Evaluations as presented. Ms. Theresa Blanks seconded the motion. Motions carried unanimously.

Personnel Update – Dr. English reviewed the Personnel Update report and highlighted a few structure changes:

- The positions of Vice President/Continuing Education and Vice President/Academic Affairs will be consolidated into one position, Vice President of Education and Training, and will be filled by Dr. Michael Ayers.
- Dr. Ayers and Dr. English met with the staff to discuss effective changes upon retirement of the current Vice President, Ms. Beverlee Nance, on October 1, 2020.
- Mr. Dave Roberts, Director of Strategy, Planning, and Effectiveness will become a direct report to the Vice President of Education and Training, Dr. Michael Ayers.
- The Human Resources department will become a direct report to the President; the campus police falls under this category as well.

Dr. English asked for questions/comments from the Board of Trustees.

Budget Update – Vice President Figler presented a budget update. Highlights:

- State Board of Community Colleges officially adopted the State Budget for FY 2020-2021 on August 14, 2020.
- The college uploaded the budget into its general ledger and allocated the dollars amongst the divisions; there is no salary provision; the college has allocated budget dollars for employee travel and professional development but restrictions are still in place for travel in/out of NC.
- Moratorium on spending carried over into FY 2020-2021; Certain purchases must be approved by the president and the OSBM has provided a list of accepted expenditures.
- Developed a claim with FEMA for reimbursement of PPE and certain supplies related to COVID.
- Possibility of less budget reversion than projected.
- Carryforward for unspent equipment budgets is \$261,907
- Total budget for FY 2020-2021 is \$24,286,437 which includes all funds. This is a 3.4% increase over last FY.

Administrative Services Update – Vice President Figler presented an Administrative Services Activity update. Highlights:

- Installation of hand sanitizers in every classroom and issued by Supreme Maintenance Organization (SMO) at no extra charge.
- Installation of sneeze guards, temporary partitions, and attempted to shield open work areas from public contact as much as possible.

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- SMO has been a great partner as the college progresses with daily sanitizing and application of germicide to public touch points
- Facilities Maintenance – Majority of sidewalks pressure washed to remove buildup; sidewalks identified as safety hazards have been repaired and new sidewalks installed in various areas.
- Building M – Early College – Project progressed well and with the assistance of Columbus County Schools Maintenance team, the building is ready for classes.
- Building T – Advanced Manufacturing Center is complete and date has been scheduled for ribbon cutting and grand opening ceremony.
- Plant Operations & Maintenance are in the process of hiring an additional grounds/maintenance employee to assist with outdoor maintenance. Budgeted out of county salary funds for FY 2020-2021.

Workforce and Community Development Division Update, September 2020 – Vice President Beverlee Nance presented the division update through September. A copy of the report was included in the agenda packet, and Ms. Nance reported on the following areas:

- Financial Assistance for Workforce Continuing Education – Received \$206,593 funding through the Governor’s Emergency Education Relief fund (August 24, 2020 – September 30, 2022).
- New Training Partnerships – YWCA of Lower Cape Fear – Implementation of YWCA Strive Program (digital literacy and life skills training program);
- Customized Industrial Training – West Fraser – Arc Flash Training to begin September 17. Employed a new machining instructor that will enable SCC to offer training utilizing the equipment in the CNC lab.
- EMS/Fire Training – Spring EMT 100% State exam pass rate – last students this summer; Continue to experience increased enrollment in online classes due to COVID-19; Fire Academy has resumed and last class in the academy will end September 29.
- Prison Education Update – Impact of COVID-19 on instructional offerings and FTE; Future implementation of learning packets.
- Columbus County NCWorks Career Center – Assisted 453 individuals with 2,241 basic career services; Recent graduate (Anthony Brown) with a degree in Mechatronics Engineering Technology and former intern at Atlantic Packaging began an on job training as a Machine Operator; NCWorks Career Center partnered with organizations to host drive-through hiring event in Delco, NC for AMES Construction Company.
- Retired Senior Volunteer Program (RSVP) – Delivered masks to Harvest Table and assisted with food distribution; Howard Jacobs recently received the NC Governor’s Medallion Award for Outstanding Volunteer Services – assist seniors with Medicare and tax preparation.

Ms. Nance concluded the presentation and expressed appreciation to the Board for its support. She stated that it had been a pleasure working with the trustees throughout her career at the college. (Ms. Nance will be retiring effective October 1, 2020.) On behalf of the Board of Trustees, Judge Hooks commended Ms. Nance for a job well done.

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Student Services Update – Vice President, Dr. Sylvia Cox, presented the Student Services Update. A copy of the report was included in the agenda packet and Dr. Cox highlighted each category:

- Student Support Services – Drive-through graduation ceremony held in July; Various virtual meetings were held;
- Outreach – Meetings with principals and counselors of high schools and Columbus Christian Academy and Thomas Academy headmasters; hosted high school counselors’ virtual breakfast; part-time career coach began work; NC Advanced Manufacturing career coach created a Google Classroom to connect with Columbus County Schools high school students.
- Educational Talent Search – Provided a virtual music production camp for 25 high school students; provided a virtual STEM Science camp for 22 middle school students; virtual ETS information meeting for parents and teachers; received grant award notification for \$452,677 for 2020-2021, approximately a 3.5% increase over last year’s award amount.
- Columbus Career and College Academy – Early College – CCCA teachers and administrators began work on the SCC campus; CCCA Boot Camp for 9th and 10th grade students; CCCA students attend school face-to-face for onboarding week; CCCA students participate in virtual classes.
- Financial Aid – Completed the NCSEAA Audit; received final report from NCSEAA on August 28 with no findings; one observation relating to the worksheet for state return calculation that will not be required in the future; participating in a single audit of federal student financial aid funds. This audit is being conducted by the State Auditors from Office of the State Auditor and is required prior to SACSCOC Reaffirmation process; distribution of \$304,200 of the CARES Emergency Financial Aid grants directly to SCC students; joined National Council for State Authorization Reciprocity Agreements to meet compliancy requirements for providing online courses to students outside of the North Carolina.
- SCC Athletics – Welcomed softball and baseball players for the 2020-2021 season; practice started for teams; protocol in place to follow guidelines for COVID-19.

Academic Affairs Update – Vice President, Dr. Michael Ayers, presented the Academic Affairs Update. A copy of the report was included in the agenda packet and Dr. Ayers discussed each category:

- SACSCOC Update – Dr. Ayers discussed policy work which is a part of SACSCOC; the leadership team and marketing director are working on policy updates;
- SACSCOC Timeline:
 - March 1, 2021 – Compliance Certification Due
 - April 20-23, 2021 – Off-site per review
 - June 1, 2021 – QEP due
 - September 28-30, 2021 – On-site peer review
 - June 13-16, 2022 – SACSCOC Board of Trustees review
- Summer Term – Enrollment increase by 12 FTE compared to 2019 summer; almost completely online;
- Fall Semester & COVID – Enrollment is down by 85 FTE compared to 2019 fall.
- ADN scores are where they need to be to keep the college in 95% of national average.

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Student Government Association (SGA) Report – SGA President Mackenzie Park presented the association’s report. Due to the Covid-19 pandemic, the campus was closed to students and face-to-face student activities effective March 2020. Several virtual events were held:

- 2020-2021 SGA officer elections – virtual
- Esports Leagues – virtual
- Posted/shared a variety of virtual activities via the SGA Facebook page
- SGA advisor continued to provide Rams Pantry services to students as requested by providing box pickup or delivery as needed
- Graduation and celebration drive-thru events
- SGA Awards Event – virtual
- Coordinated farm to families produce/fruit box distribution on campus
- Coordinated donations to pantry from Community CPR and Harvest Table
- Discussed SGA Upcoming Activities – no on-campus activities scheduled due to pandemic; virtual activities are being finalized
- Rams Pantry food drives are currently being coordinated by former SGA officers Josh Snyder and Anthony Brown

Chairman’s Comments:

- Development of a Finance /Investment Committee – Judge Hooks discussed the current Investment Committee and expressed thoughts on changing the title to Finance/Investment Committee. The Committee would meet approximately two weeks prior to the regular Board meeting thereby allowing time to prepare an update for the bi-monthly Board of Trustees meetings.
- Development of a Curriculum Committee for the purpose of oversight – Judge Hooks also discussed the goal of developing a Curriculum Committee for oversight purposes that would meet a couple of times per year. Dr. English advised that a Curriculum Committee needs to be in place for SACSCOC purposes also. The committee would consider new programs or changes to current programs, associated costs, etc.

(Mr. Randy Britt was excused.)

A motion was made by Mr. Joe Hooks to develop a Finance / Investment Committee and a Curriculum Committee. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.

Judge Hooks appointed Ms. Emma Shaw to serve on the Finance/Investment Committee along with current members of the Investment Committee, Henry Edmund, Bobby Ezzell, and Terray Suggs. (Mr. Henry Edmund will serve as Chair).

Judge Hooks appointed the following trustees to serve on the newly formed Curriculum Committee: Ms. Theresa Blanks, Mr. Randy Britt, Ms. Crystal Frink, and Mr. Joe Hooks. (Ms. Theresa Blanks will serve as Chair.)

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Recognition of Vice President/Workforce and Community Development Beverlee Nance for 37 Years of Service: Judge Hooks recognized Ms. Nance on her impending retirement effective October 1, 2020. He commended her dedication to the college and attentiveness to details throughout her career.

Reminders: Dr. English reminded the trustees about upcoming events and invited them to attend the Advanced Manufacturing Training Center ribbon cutting on September 23. He also invited them to the Salute to Service Farewell event for Beverlee Nance on September 29.

Presidential Report:

NC State Education Assistance Authority (NCSEAA) Audit Report: Dr. English discussed and presented the NCSEAA Audit Report. A copy of the report was included in the agenda packet.


Presidential Activities Report: Dr. English presented his 100-day plan as president of the college. He discussed various meetings with key individuals and how he is reaching out to folks around the county. He indicated that he plans to meet monthly with Chairman Hooks to keep the trustees up-to-date, and he discussed plans for the next thirty days including his goal of traveling and staying engaged with community.

Closed Session: A motion was made by Mr. Henry Edmund and seconded by Mr. Joe Hooks to go into Closed Session in accordance with N.C.G.S. 143-318.11(a)(1) Attorney-Client Privilege and (4) Economic Development matters.


A motion was made by Mr. Henry Edmund to return to Regular Session. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

A motion was made by Mr. Joe Hooks to sign a waiver of conflict of interest. Mr. Henry Edmund seconded the motion. Motion carried unanimously.

There was no further business, and the meeting was adjourned at 7:47 p.m.



Dr. Chris English, President



Judge Dewey Jack Hooks, Chairman
Board of Trustees