

**Minutes of the Southeastern Community College Board of Trustees
Planning Retreat & Regular Board Meeting
Tuesday, July 19, 2022 8:15am – 3:00pm
Commissioner's Chambers**

Trustees Present: Judge Jack Hooks, Chair; Mr. Joe Hooks, Vice Chair; Mr. Randy Britt; Mr. Henry Edmund, Mr. Bobby Ezzell, Dr. Timothy Lance, Ms. Theresa Blanks, Dr. Dan Strickland, Ms. Emma Shaw

Others Present: Dr. Chris English, President; Dr. Sylvia Cox, EVP/Chief Academic Officers; Ms. Lacie Jacobs, COO, VP/Administrative Services; Ms. Haylee Damato, Director, Marketing; Ms. Terrie Priest, Foundation Director; Carol Ann Lydon, Associate Dean of Research; Alice Paul, Senior Director Facilities & Operations; Pamela Jacobs, Small Business Center Director; Oretha Kinlaw, SGA President; Jess Hill, Clerk of Superior Court; Carlton Williamson, SCC Attorney; Jennie Simmons, Executive Assistant; and Mr. Thomas Sherrill, News Reporter

Absent: Crystal Frink, Gene Wayman

Welcome: Dr. English welcomed everyone to the day and thanked Eddie Madden for allowing us to use their facility. He gave each trustee a shirt with the new SCC logo and a lapel pin. He then gave a rundown of the days schedule. He explained that there would be a presentation of the Strategic Goals, McMillion, Pazdan, Smith would give a presentation of the facilities master plan, lunch break with Eddie Madden giving his vision for Columbus County, and then our regular board meeting would be held afterwards.

Strategic Plan: Dr. Natalie Hinson presented the strategic plan update. Then each team leader gave an update and a new recommendation for short term goals for 22/23.

Sylvia Cox- Goal # 1~ Implement the newly developed program review process to improve current education and training programs relevant to the needs of the community and business/industry.

Terrie Priest- Goal # 2~ Highlight unrestricted giving for the 2022-2023 Community Annual Fund Drive that will begin in the fall with a target of \$88,000 in unrestricted gifts. Expand the RAMSFAM giving campaign to a goal of \$30,000 and 75% employee participation. Identify and apply for grants to address program and college facility needs.

Lacie Jacobs- Goal # 3~ To identify, develop and initiate renovation and new construction priorities through use of Master Plan scenarios, internal and external partnerships, and growth opportunities.

Bill Maultsby- Goal # 4~ Develop recruiting strategies to reach more potential minority applicants. Build diversity, equity, and inclusion awareness throughout the campus community.

Haylee Damato- Goal # 5~ Develop a marketing and communications plan to increase participation in health and wellness events on campus by 5%.

Joe Hooks said these were ambitious goals and he was happy to see updates of where we are with these goals. Other trustees were very complimentary of the success of the goals. It was requested that the Strategic Plan PowerPoint be emailed to the trustees.

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Facilities Master Plan: The McMillion, Pazdan, Smith group presented the facilities master plan to the trustees. Two of the presenters were in person and others were online through zoom. They gave specific upgrades needed to each building on our campus such as lighting, HVAC, windows, bathroom accessibility, plumbing, etc.

Vision for Columbus County: During lunch Eddie Madden, Columbus County Manager, gave a report of his vision for Columbus County. He expressed concern for the opioid crises in the county. He also spoke about the EMS system shortages in the county and how response times are not what they should be.

Dr. English showed a video of Dr. Cox promoting SCC that Haylee Damato had created. He complimented Haylee's work, and everyone was impressed.

OPEN REGULAR BOARD MEETING SESSION:

Judge Hooks called the regular board meeting into session at 1:10pm

Ethics Awareness and Conflict of Interest Reminder:

Judge Hooks reviewed the Ethics Awareness and Conflict of Interest Statement and asked for any trustee who has a conflict or the appearance of a conflict to recuse themselves from participation in the matter involved.

Swearing in of Newly Appointed Board Member:

Clerk of Superior Court Jess Hill administered the Oath of Office to newly appointed trustee Dr. Dan Strickland. Dr. Strickland was appointed by the Columbus County Board of Commissioners for a four-year term expiring June 30, 2026. Dr. Strickland's wife, Gay Strickland, was present for the swearing-in.

Approval of Meeting Agenda:

A motion was made by Mr. Randy Britt and seconded by Mr. Henry Edmund to approve the July 19, 2022, meeting agenda. Motion carried unanimously.

Approval of Consent Agenda:

A motion was made by Mr. Joe Hooks and seconded by Mr. Gary Lanier to approve the consent agenda items. Motion carried unanimously.

Approval of Policies:

Dr. English gave an overview of **Policy 5.44 Flexible Work Arrangements for Staff** and pointed out the procedure that was included for better understanding of the process. Bill Maultsby provided additional explanation of the policy.

A motion was made by Mr. Henry Edmund to approve Policy 5.44 as presented. The motion was seconded by Mr. Bobby Ezzell and approved unanimously.

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Bill Maultsby presented **Policy 5.45 Personal Observance Leave** for approval and provided a brief explanation and reason for the policy. Most colleges have adopted this policy and Bill recommended that we adopt it also. This day can be for personal, cultural, or religious importance. Eligible employee will receive 8 hours of personal leave each calendar year. It cannot be broken up into multiple days; the 8 hours will all be taken at once.

A motion was made by Mrs. Theresa Blanks to approve Policy 5.45 as presented. The motion was seconded by Ms. Emma Shaw and approved unanimously.

OSBM-Mileage Rate:

Lacie Jacobs referenced the March Meeting when the trustees approved the 58.5% mileage rate reimbursement. The IRS has now changed their rate to 62.5%. A discussion was held about where the reimbursement money comes from, rental cars, whether we should leave the mileage rate and trustees vote each time we make a change or just go with what the IRS rate is and change as that rate changes.

A motion was made by Mr. Gary Lanier and seconded by Mr. Randy Britt to approve the IRS mileage reimbursement rate. Motion carried unanimously.

(IRS mileage rate was put into effect by the Federal Government on July 1, 2022.)

Approval of Blanket Authorization for President's Routine Travel:

We request that Dr. English received a blanket routine travel authorization for the fiscal year 2022-2023 with no changes from last year.

A motion to approve a blanket routine travel authorization for Dr. Chris English for the fiscal year 2022-2023 was made by Mr. Joe Hooks and seconded by Dr. Dan Strickland. The motion passed unanimously.

Budget Analytic Report:

Ms. Jacobs gave an update on the budget vs. expenditures as of June 30, 2022. She reviewed the State and County expenses paid to date and spent to date. (Included in board packet)

We now have a state budget that was passed and was signed by the governor on July 11, 2022. It included several things for the community college system: additional 1% for salaries and benefits for employees so that's a total of 3.5%. Once the system office comes up with our budget package, we can present it to you at the September meeting. You can expect us to present a state budget document for you to approve as well as a county budget report that the county commissioners have already approved.

Policy Review (At-Will vs. Contracts):

Bill Maultsby and Carlton Williamson shared with the BOT how current At-Will and contracts work. They shared several pros and cons of each type. Bill stated after researching, he learned that in place of a contract many colleges have gone to term of employment, letter of appointment, notice of appointment, etc. Many use an offer letter as a term of employment, and it auto renews based on At-Will instead of yearly contracts.

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Dr. English requested that the Executive Committee meet to discuss and decide on this policy. It was decided that the Executive Committee would meet prior to the President's Council meeting on August 25th. Jack Hooks asked that this be on the September Board of Trustees agenda.

Annual Report of Small Business Center:

Pamela Jacobs thanked the trustees for the opportunity to report about what has been going on with the Small Business Center. She presented a PowerPoint showcasing small business accomplishments over the past year. She reviewed past year trends from 2017 to 2022 showing the numbers of businesses started, jobs created, and jobs retained. Ms. Jacobs will be located in the downtown facility part-time beginning in the fall.

Dr. English was complimentary of the work Pamela Jacobs is doing and the difference she is making in this community.

Performance Measures Update:

Carol Ann Lydon gave a NCCCS 2022 Performance Measures overview. She presented data to show the progress from 2020 to 2022. She also pointed out the following:

- 7 Measures Utilizing Unique Methodologies and Cohort Models
- Moved to Indexing in 2022
- Moved to Five Levels of Performance in 2022
 - Met or Exceeded Excellence Level (1 SD above mean)
 - Above Average Band, Below Excellence Level (.5 SD above mean)
 - Within Average Band (Mean)
 - Below Average Band, Above Baseline Level (.5 SD below mean)
 - Below Baseline Level (2 SD below mean)
- Each College Receives Funding Based on Performance (24 mil Total)
- Southeastern CC will Receive \$199,294

Perkins Allotment & Assurance:

Dr. Natalie Hinson gave a brief update and overview to the board on Perkins Assurances document (included in the board book). This document certifies that the college is utilizing Federal Perkins funds in accordance with guidelines. These funds are specifically for Career and Technical Education programs. The estimated planning allocation for SCC this year is \$135,341.03. Dr. Hinson then gave a report of the many ways these funds were used last year. It is required to have Dr. English's signature and the board chair's signature as proof that the Board of Trustees has been made aware.

Facilities Committee Report:

Joe Hooks, Chairman of the facilities committee reported that the Facilities Committee met and discussed hiring an architect for several small projects, getting an architect on retainer to do some drawings, and approving the flex lab for the automotive systems.

The motion to accept the proposal comes in the form of a recommendation from the Facilities Committee. Gary Lanier seconded the motion and it passed unanimously.

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Report of the Nominating Committee and Election of Officers:

Mr. Randy Britt, who served as the Chairman of the Nominating Committee presented the following trustees to remain for their 3rd and final year as officers for the 2022-2023 year. He reminded the board of the term limits of the chair and vice chair.

Election of Officers

(2021-2022 Officers: Chair Jack Hooks; Vice Chair Joe Hooks; Secretary Emma Shaw)

Position	Nomination
Chair	Jack Hooks
Vice Chair	Joe Hooks
Secretary	Emma Shaw

The motion to accept the nomination of officers for a 3rd and final year was accepted and did not require a second. The motion passed unanimously.

College Reports:

Presidents Report- Dr. English stated that the board meetings would be changing some to move the meetings along in a timely manner.

He referenced the SACSCOC reaffirmation. This was approved in June by the full board with no recommendations. A press release will be coming out soon. We are good for the next 10 years with a check-in period at 5 years. He complimented the great work from Dr. Hinson, Dr. Cox, and the entire leadership team.

He announced that he has been working with the Cape Fear Workforce Development Board and has been nominated to serve on that board for a 2-year term.

Dr. English pointed out an email that the trustees should have received asking for input on 5 or 6 questions. These questions will be featured in our Fall Rams Magazine.

He gave a child development center playground update.

701 North property renovations will start this month with a completion date of August 10, 2022.

Other Reports in board book:

Executive VP Report

Administrative Services Report

Foundation Update -Terrie Priest reported that the SCC Foundation property/lot was sold.

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Chairman’s Comments:

Jack Hooks expressed his appreciation to the trustees for reading the board book information ahead of time. This allows time for any questions to be emailed out and addressed before the meeting. He referred to the policies that they will be working on, and asked that they be sent out to be reviewed. Jack Hooks also asked that the trustees get a brief report at the September meeting about the “Bomb Threat” incident follow-up meeting.

He complimented the hard work that had been done to earn the SACSCOC accreditation confirmation approval.

Committee Assignments:

Chairman Jack Hooks suggested the following BOT members to serve on the following committees for the 2022-2023 year.

Executive Committee (Required – Term of one year, Chair, Vice Chair and four Board members)

(2021-2022 Members: Chair - Jack Hooks; Vice Chair - Joe Hooks; Other Members: Randy Britt, Maudie Davis, Henry Edmund, Gary Lanier)

Position	Nomination
Chair	Jack Hooks
Vice Chair	Joe Hooks
Member of Board	Theresa Blanks
Member of Board	Randy Britt
Member of Board	Henry Edmund
Member of Board	Timothy Lance

Chairman Jack Hooks suggested that the chair and vice chair attend the meetings but not chair the following committee meetings, and not have the right to vote.

Finance/Investment Committee

(2021-2022 Members: Henry Edmund, Bobby Ezzell, Emma Shaw, Timothy Lance, Jack Hooks)

Position	Appointed
Member of Board (Chair)	Henry Edmund
Member of Board	Bobby Ezzell
Member of Board	Emma Shaw
Member of Board	Gary Lanier
Member of Board	Maudie Davis

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Facilities Committee

(2021-2022 Members: Joe Hooks, Chair; Henry Edmund, Randy Britt, Bobby Ezzell, Jack Hooks)

Position	Appointed
Member of Board (Chair)	Randy Britt
Member of Board	Henry Edmund
Member of Board	Bobby Ezzell
Member of Board	Timothy Lance
Member of Board	Dan Strickland

Curriculum Committee

(2021-2022 Members: Theresa Blanks, Chair; Timothy Lance, Crystal Frink, Gene Wayman)

Position	Appointed
Member of Board (Chair)	Theresa Blanks
Member of Board	Gary Lanier
Member of Board	Crystal Frink
Member of Board	Dan Strickland

Nominations from the floor for committee chairs and members were called by Judge Hooks. After no others were suggested, a motion to close the nominations from the floor and accept the nominations as presented. The motion passed unanimously.

SGA Report: President Oretha Kinlaw

Ms. Kinlaw gave an update on what SGA has been doing.

- Ten clubs back on campus for the fall semester
- Outdoor games in hopes of keeping students engaged and on campus
- Looking into starting a student support for athletics
- Community events in August like a community movie night

Old Business: None

New Business: None


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Reminders

Refer to dates listed on the agenda

Next SCC Board of Trustee Meeting – September 26, 2022

There was no further business to be conducted; a motion was made by Jack Hooks to adjourn the meeting. All were in favor.

A handwritten signature in black ink, appearing to read 'J. Hooks', written over a horizontal line.

**Judge Jack Hooks, Chairman
SCC Board of Trustees**

A handwritten signature in black ink, appearing to read 'C. English', written over a horizontal line.

Dr. Chris English, President