

Minutes of the
Southeastern Community College Board of Trustees
January 16, 2018 @ 5:30 p.m., Hooks Boardroom

Present: Mr. Henry Edmund, Chair; Mr. Joe Hooks, Mr. Randy Britt, Mr. Brenden Jones, Mr. Terray Suggs, Ms. Theresa Blanks, and Ms. Emma Shaw

Absent: Mr. Bobby Ezzell, Mr. Jack Hooks, Dr. Maudie Davis, Mr. Mark Cartret, and Mr. Harry Foley

Others Present: Dr. Anthony Clarke, President, Beverlee Nance, Vice President/Workforce and Community Development, Sylvia Cox, Vice President/Student Services, Dan Figler, Vice President/Administrative Services, Jonathan Hester, Faculty Senate Chair, Liz McLean, Marketing Director, and Kathy Britt, Recording Secretary

Welcome: Mr. Edmund welcomed everyone and called the meeting to order.

Personnel Introductions: Dr. Clarke introduced the following new employees: Jennifer White, Administrative Assistant III, Workforce/Community Development; and Terrell Bryant, Student Services Specialist.

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.

Approval of Meeting Agenda – An additional information item was added to the meeting agenda, Incentivizing Pathways Grant Assurances. It is a requirement for the information to be shared with the Board of Trustees; however, Board action is not required. **A motion was made by Mr. Randy Britt to add the information item, Incentivizing Pathways Grant Assurances, to the January 16 agenda and to approve the agenda. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

Approval of Minutes:

Mr. Edmund asked for a motion on the approval of the November 20, 2017 minutes. Mr. Terray Suggs asked that a correction be made to the attendance portion of the minutes. Mr. Suggs was not present for the November 20 meeting, and the minutes reflected that he was present. **A motion was made by Mr. Joe Hooks to approve the minutes, with correction made as stated, for the November 20, 2017 Board of Trustees meeting. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Approval of Budget Transfers for November-December 2017 – Mr. Figler provided a power point slide on Budget Transfer for November-December, 2017. He indicated that funds are being spent as quickly as received and there is no prior year carryover. Spending was 3.5% under budget for the first 6 months of FY 2017-2018. **A motion was made by Mr. Brenden**

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Jones to approve the Budget Transfers report for November-December 2017. Mr. Randy Britt seconded the motion. Motion carried unanimously.

Approval of Change to Policy 6.11 Use of Profits from Bookstore Operations – Dr. Clarke discussed ways that receipts in excess of the bookstore operating expenses can be used by the college. Therefore, he requested approval to amend the policy to include student support personnel and services (operations of student services) and requested that the bookstore profits be used to serve students. The actual expenditure of excess bookstore receipts (profits) must be approved by the board. After discussion, **a motion was made by Mr. Randy Britt to approve the amendment as stated, to Policy 6.11 Use of Profits from Bookstore Operations. Mr. Brenden Jones seconded the motion. Motion carried unanimously.**

Approval of Expenditures from Excess Bookstore Operating Expenses to Support Student Services – Dr. Clarke requested approval to utilize excess Bookstore profits up to \$50,000 for the purchase and installation of a student welcome center in A Building. He indicated that he would like to add a large reception desk in the Student Services area rather than the lobby area. Dr. Clarke discussed the possibility of expanding the sitting area in the current student services area as opposed to the lobby because of the stairs. The plans are to have a multi-station welcome center complete with the purchase and installation of computers. A question was raised about whether this would require additional staff. Dr. Clarke stated that the intent is to work with current employees, and there are no plans for additional personnel. The expenditure request will not exceed \$50,000. Any amount that exceeds \$50,000 would have to have Board approval. As of July 1, 2017, the account had a balance of approximately \$800,000. **A motion was made by Mr. Terray Suggs authorizing the president to expend from excess bookstore operating expenses up to \$50,000 for the purpose of expenses related to the support of student services. Ms. Emma Shaw seconded the motion. Motion carried unanimously.**

Approval of Change to Policy 8.8 Animals on Campus – Ms. Cox addressed the Board regarding Policy 8.8 Animals on Campus. She stated that the Student Services Director, Angie Uhl-Kalev, is chair of the ADA Compliance Work Group. To better align Policy 8.8 with ADA regulations, the group is proposing a clearer definition of a service animal. The college policy would align with the ADA's definition of a service animal. **A motion was made by Mr. Joe Hooks to approve change as indicated to Policy 8.8 Animals on Campus. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Approval of Change to Policy 8.02 Weather Related Emergencies – Dr. Clarke discussed the request to change the title of Weather Related Emergencies to College Emergency Delay and Closing. Occasionally the college has to close due to reasons unrelated to weather, and the requested policy title change will serve as an umbrella for any closure. **A motion was made by Mr. Randy Britt to change title to read Policy 8.02 – College Emergency Delay and Closing. Mr. Brenden Jones seconded the motion. Motion carried unanimously.**

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Information Items:

I-9 Forms – Dr. Clarke discussed the required I-9 documentation that the trustees should submit to the Human Resources Department. Staff will be available to assist with the process after the Board of Trustees meeting or Board members should contact Kathy Britt, Executive Assistant to the President, as soon as possible to complete the I-9 documentation.

Personnel Update / Position Status Report – Dr. Clarke reviewed the Personnel Update report and Position Status report. He highlighted aspects of the reports and advised that the Vice President of Academic Affairs, Michael Ayers, will begin employment on Monday, January 22. He further advised that Dave Roberts accepted the position of Director of Strategy, Planning and Effectiveness and will begin on February 1, 2018.

Student Government Association Report – Ms. Sylvia Cox, Vice President/Student Services, presented the SGA report on behalf of the SGA President, Ms. Kaylie Paul. Ms. Paul was unable to attend the meeting. A copy of the report was provided to the trustees.

Enrollment Update – Dr. Clarke did a power point presentation on Enrollment and advised that 73 more Curriculum students are needed to meet last year's spring headcount. He reviewed numbers for Workforce which finished strong with 3.6% increase in fall 2017 as compared to fall 2016. Dr. Clarke discussed the important role that prisons play in regards to occupational extension and basic skills FTE. He discussed challenges and advised that Basic Skills classes are decreasing. Dr. Clarke discussed some of the issues being faced and the tough decisions on how to offer basic skills on campus as well as increasing basic skills enrollment of the general public. He indicated that VP Beverlee Nance is working with the Basic Skills coordinator on how to proceed. Sixty-four percent of Basic Skills FTE earned is generated from the prisons. Mr. Edmund expressed appreciation to Ms. Beverlee Nance and the Continuing Education division for the work.

Sports Management – Dr. Clarke updated the Board on a request received from Dr. Roy Yarborough to develop a Sports Management program at Southeastern. It was understood that a sponsor was willing to fund the program; however, Mr. Brenden Jones updated the Board and stated that the perspective sponsor recently passed away. Dr. Clarke indicated that he would contact Dr. Yarborough about the status of this opportunity.

Facilities Planning – Dr. Clarke updated the Board on facilities planning. The Facilities committee met prior to the Board meeting by conference call with Boomerang representatives, Angie Crawford Easterday and Steve Wilt to discuss facilities planning status. Dr. Clarke should receive the working drawings on January 31, 2018 when they will also be submitted to the State Construction Office. The Facilities Committee members are invited to review the drawings with Dr. Clarke. Questions were raised about pursuing the U.S. Economic Development

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Administration funds versus proceeding with the current plans without USEDAs funds. It was determined that a meeting will be held soon to make a decision about whether participating with the USDA grant will be worthwhile.

Career and College Promise Program – Dr. Clarke advised that the college is relooking at how we offer CCP classes in Whiteville City Schools. Currently too many classes are being offered there, which could be outside the guidelines of SACSCOC. In addition, no classes are being offered on site at Columbus County Schools. Dr. Clarke indicated that work is being done to find an equitable solution, and he will be meeting with board members to discuss soon. After that meeting, Dr. Clarke will meet with the school systems. He stated that the current process is the same as four years ago and that the college is trying to be equitable. Mr. Edmund commented that the CCP program is well received at Whiteville High School.

County Capital Budget Request – Dr. Clarke referred to the 7.2 million County Capital Budget request that was submitted to the Board of County Commissioners in March, 2017. He indicated that the general consensus is that the college receives more state funding than it actually does. Mr. Edmund asked for the language to be found about how the County Commissioners are supposed to support the college. He stated that the college is normally at the bottom of the list of systems for funding; In general, community colleges do not have parental involvement as compared to the school systems; and though the college has student representation from the county and communities, it is spread across the county. Dr. Clarke encouraged the board to review the capital budget request backup documentation included in the agenda packet. He stated that he will be in contact with the county manager, Mike Stephens, and possibly establish an ad hoc committee to review funding for the college.

Procedure 8.8 Service Animals – Dr. Clarke discussed the Procedure 8.8 – Service Animals for the recently approved policy. A copy was included in the agenda packet.

Procedure 8.02 College Emergency Delay and Closing – Dr. Clarke discussed the Procedure 8.02 College Emergency Delay and Closing for the recently amended policy that was approved earlier in the meeting.

Incentivizing Pathways Grant – Assurances – Dr. Clarke discussed the Assurances document that the Board of Trustees added to the agenda. The signed document assures that the college will accept the FY federal allotment and abide by the assurances required under the Carl D. Perkins Career and Technical Education Act of 2006. Dr. Clarke advised that an additional \$25,000 has been allocated, to a health care pathways career advisor in Columbus County Schools.

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College Activities Report – Dr. Clarke reviewed the College Activities Report. He specifically discussed the commercial that WECT and Bounce TV aired December 4-17. He recognized the marketing director, Liz McLean, for coordinating and negotiating the commercial.

There was no further business and a motion was made by Mr. Randy Britt to adjourn at 7:10 p.m. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

Kathy P. Britt

Recording Secretary

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