

**Minutes of the  
Board of Trustees  
Southeastern Community College  
January 17, 2017 @ 5:30 p.m.**

**Present:** Mr. Henry Edmund, Chair; Mr. Bobby Ezzell, Mr. Jack Hooks, Mr. Randy Britt, Mr. Terray Suggs, Mr. Harry Foley, Mr. Joe Hooks, Mr. Mark Cartret, and Mr. Brenden Jones

**Absent:** Ms. Theresa Blanks, Mr. Charlie Lytle, and Dr. Maudie Davis

**Others Present:** Dr. Anthony Clarke, President; Beverlee Nance, Vice President/Workforce and Community Development; Lauren Cole, Vice President/Academic Affairs; Sylvia Cox, Executive Dean/Student Services; Alison Soles, Interim Director/Administrative Services; Jonathan Hester, Faculty Senate Chair; Emily Cook, Faculty Senate Vice Chair; Liz McLean, Director/Marketing and Outreach; Samantha Singler, SGA President; Kathy Britt, Recording Secretary

**Welcome:** Ms. Edmund welcomed everyone and called the meeting to order. He extended congratulations to Mr. Brenden Jones for his election to the North Carolina House of Representatives.

**Personnel Introductions:** Dr. Clarke introduced the following new employees: Robin Patterson, Educational Talent Search Counselor; Chauncey Dingle, Computer Skills Instructor (CCI); Carol Gause, Computer Skills Instructor (CCI), and Joshua Bright, Grounds/Maintenance Worker. Dr. Clarke welcomed everyone and provided an opportunity for each employee to address the board.

**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 Mr. Randy Britt to approve the January 17 meeting agenda. Mr. Robert Ezzell seconded the motion. Motion carried unanimously.**

**Approval of Minutes:**

**A motion was made by Mr. Harry Foley to approve the regular session minutes of November 21, 2016. Mr. Robert Ezzell seconded the motion. Motion carried unanimously.**

**Approval of Budget Transfers:**

Dr. Clarke reviewed the budget transfers report and advised that spending is on target with the budget to date. Dr. Clarke noted that most of the capital improvements money that was brought forward in the amount of \$472,000 will go toward the paving project. **A motion was made by Mr. Joe Hooks to approve budget transfers report through December 31, 2016. Mr. Mark Cartret seconded the motion. Motion carried unanimously.**

**Minutes of the  
Board of Trustees  
January 17, 2017  
Page 2**

**Approval of Workforce / Continuing Education Specific Fees:**

Dr. Clarke discussed the report and advised that Hydraulic training and Pneumatics training is also being offered through Continuing Education. **A motion was made by Mr. Harry Foley to approve the SCC Specific Fees List for Workforce Continuing Education. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

**Approval of Change to Policy 6.12 Travel Policy:**

Dr. Clarke reviewed the proposed changes to Travel Policy 6.12. The regulations will be found in Section 1 of the NC Community College system's Accounting Procedures Manual rather than as previously stated, Section 5. **A motion was made by Mr. Randy Britt to approve amending the 6.12 policy to refer to Section 1 of the NC Community College system's Accounting Procedures Manual. Mr. Brenden Jones seconded the motion. Motion carried unanimously.**

**Approval of Travel Reimbursement Rates:**

Dr. Clarke reviewed the current SCC reimbursement rates for employees in travel status and recommended approval of the proposed reimbursement rate of 50 cents per mile up to and including 100 miles and 17 cents per mile over 100 miles. **A motion was made by Mr. Brenden Jones to approve the rates of 50 cents per mile up to and including 100 miles and 17 cents per mile over 100 miles. Mr. Mark Cartret seconded the motion. Motion carried unanimously.**

**Approval of Campus Construction Request to County Commissioners:**

Dr. Clarke distributed Item 7, Campus Construction Request, for consideration by the Board of Trustees. The Facilities Committee has met twice and discussed what the best way would be to approach the Board of County Commissioners with a list of construction needs that the Connect NC Bond monies will not cover. The request shows a total amount of \$18,168,297 in county funds needed to cover campus construction after the expenditure of Connect NC Bond funds. The trustees received input from Dr. Clarke via a power point presentation. The target date to present the information to the Board of County Commissioners is during a regularly scheduled meeting on Monday, February 6, 2017. Dr. Clarke and Mr. Edmund discussed the fact that they have been approached by the Columbus Fire and Rescue Association about exploring the possibility of partnering with the college to construct a fire tower training facility and access road on the campus of SCC. Dr. Clarke further discussed information in regards to a Public Safety Health Technologies Building. Various questions arose about applicable restrictions to the spending of the NC Connect Bond money, and a suggestion was made for Dr. Clarke to add a column to the Campus Construction Request form that will show where the bond money is being spent. Dr. Clarke stated that Angie Crawford of Boomerang Design will present information on what an expansion will look like at the R Building. Dr. Clarke asked the Board to evaluate the information received and provide feedback on whether this is the preferred direction the Board wants to take before the Board of County Commissioners is approached. There was discussion about what would happen if the \$650,000 for Fire/EMS Training Tower/Area is not fully endorsed by the county commissioners and

**Minutes of the  
Board of Trustees  
January 17, 2017**

Page 3

what Southeastern Community College's commitment would be. The trustees continued discussions, including consideration of input from the Facilities Committee, on a fire tower training facility area. Mr. Edmund asked for the pleasure of the board on the matter of submitting a request to the county commissioners as presented during this meeting.

Original Motion - A motion was made by Mr. Randy Britt to present the Campus Construction Request to the Columbus County Commissioners as shown, including \$650,000 for the construction of a fire tower training facility on the college campus. Mr. Joe Hooks seconded the motion.

A vote was not taken and discussion continued.

**Substitute Motion - A substitute motion was made by Mr. Randy Britt to present the Campus Construction Request to the Columbus County Commissioners as shown, including \$650,000 for a fire tower that is fully funded up to the \$650,000 which includes the tower, utilities, and access to the road. Mr. Jack Hooks seconded the motion. Motion carried unanimously.**

**INFORMATION ITEMS:**

**Advanced Planning Project Update:** Ms. Angie Crawford provided a power point presentation on the proposed priorities for changes/upgrades to existing buildings on campus. Ms. Crawford showed a bulleted list of priorities gleaned from input received from Advanced Planning Focus Groups. She stated that they are looking at vetting costs for each illustration. Ms. Crawford encouraged the board to review the slides and to forward questions to Dr. Clarke, who will be in communications with Boomerang. Dr. Clarke indicated that more concrete information should be available during the March meetings.

**Position Vacancy Status:**

Dr. Clarke informed the board that Mr. Daniel Figler was hired as the Vice President of Administrative Services. Mr. Figler is from Mountwest Community and Technical College in West Virginia, and his start date is March 1, 2017. Dr. Clarke indicated that one more person will be hired for Grounds/Maintenance. There are currently two part-time administrative positions available. Dr. Clarke advised that Sonya Shipman has resigned as Director of NC Works and Bettina Cox assumed the role of Interim Director until a replacement is hired.

**Enrollment Update:**

Dr. Clarke briefed the trustees on the enrollment status and advised that headcount is up approximately 5% and Fulltime Equivalent (FTE) is down approximately 4.5%. He stated that twelve-week courses will begin in early February. He further stated that the college is facing some challenges with enrollment.

**Marketing and Outreach Update:**

Dr. Clarke called on Marketing Director, Liz McLean to update the Board on Marketing and Outreach efforts. She distributed a copy of the power point presentation and briefly discussed each slide. Dr. Clarke discussed the traditional advertising methods being utilized and reiterated that some of the

**Minutes of the  
Board of Trustees  
January 17, 2017  
Page 4**

information Ms. McLean presented is targeted toward a demographic of social media users. He expressed appreciation to Ms. McLean for the marketing campaign presentation as it provides insight to the Board of Trustees on the various ways the college is attempting to reach students.

**Statement of Economic Interest:**

Dr. Clarke provided a status report to the trustees of their Statement of Economic Interest filings and Ethics Education Status. The SEI is due annually and Ethics Education is due every two years.

**Student Government Association:**

Ms. Samantha Singler presented the Student Government Association's activities report. She stated that the Red Cross Blood Drive that was held earlier in the day was deemed a success. Thirty-nine units of blood were collected, exceeding the goal of 31 units. Ms. Singler noted that there has been one officer change. Ms. Jacqueline Evans is the new SGA secretary.

**Presidential Activities Report:**

Dr. Clarke presented the Presidential Activities Report and highlighted various activities.

Reminders:

Dr. Clarke reviewed upcoming events and invited the trustees to participate. He briefly discussed the February 6 Board of County Commissioners meeting and the tentative plans to provide a Capital Outlay Presentation.

Dr. Clarke also reminded the Board of the February 21 Foundation Fund Drive kickoff. The event was postponed from the fall because of the effects of Hurricane Matthew.

There will be a Board of Trustees Investment Committee meeting on Wednesday, January 18 at 2 p.m.

There was no further business and the meeting was adjourned. **Mr. Brenden Jones made a motion to adjourn at 7:30 p.m. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

Respectfully submitted,

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Kathy P. Britt, Recording Secretary

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