

**Special Session Meeting of the Executive Committee  
Southeastern Community College Board of Trustees  
A Building (Hooks Boardroom)  
Thursday, January 29, 2015  
5:00 p.m.**

**Present:** Mr. Henry Edmund, Chair; Trustees Mr. Jack Hooks, Mr. Joe Hooks, and Mr. Charlie Lytle

Absent: Dr. Maudie Davis

**Others Present:** Dr. Anthony Clarke, Ms. Betty Jo Ramsey, VP/Administrative Services, and Ms. Kathy Britt, Recording Secretary

Mr. Edmund opened the special session meeting that was called for the purpose of considering the selection of a moving company for the presidential move and as stipulated by the system office accounting guidelines.

Dr. Clarke presented documentation that showed estimated costs from three moving companies.

The estimated weight for the move is no more than 10,500 pounds and estimated costs are:

Option 1 - Premium Moving - \$3,403.40

Option 2 – Sandhills Moving & Storage - \$3,171.60

Option 3 – Two Men and a Truck - \$2,757.82

Dr. Clarke also requested approval for up to \$100 in moving supplies, such as cartons and packing tape in order to personally move highly valued items. He stated that he would provide receipts for all purchases.

Dr. Clarke informed the board that Premium Moving and Two Men and a Truck estimated the moving costs by phone and no site visit.

Sandhills Moving and Storage did a site visit to figure their estimate and stated that the move would be done on two separate occasions, approximately one week apart. Dr. Clarke prefers the Sandhills Moving and Storage Company. He is of the opinion that their price is fair and feels they will adequately protect his belongings. He felt the Sandhills Moving and Storage Company was diligent by conducting a site visit prior to providing an estimate and also preferred that the move will occur on two occasions.

The Executive Committee discussed the matter and unanimously felt that Sandhills Moving and Storage Company did provide a fair estimated cost.

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Dr. Clarke further advised that he and his wife were personally moving much of their belongings themselves to avoid damage and reduce costs. He stated that all of the items in his storage unit are already packaged, and the remaining items are furniture located at his current residence in Laurinburg.

**After further discussion a motion was made by Mr. Charlie Lytle to accept Option 2 submitted by Sandhills Moving and Storage in the amount of \$3,171.60, and to reimburse up to \$600 for moving supplies and mileage, all to be supported by receipts for purchases and a submitted mileage report. Mr. Jack Hooks seconded the motion. Motion carried unanimously.**

Dr. Clarke expressed appreciation to the Executive Committee for its consideration of the moving expenses as submitted.

**A motion was made by Mr. Joe Hooks to adjourn the meeting at 5:35 p.m. Mr. Charlie Lytle seconded the motion. Motion carried unanimously.**

Respectfully submitted,

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Kathy P. Britt, Recording Secretary

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