

Minutes of the SCC Board of Trustees
November 16, 2015 @ 5:30 p.m., A Building, Hooks Boardroom

Present: Mr. Henry Edmund, Ms. Theresa Blanks, Mr. Randy Britt, Mr. Harry Foley, Mr. Robert Ezzell, Mr. Joe Hooks, Mr. Mark Cartret, Mr. Terray Suggs, Mr. Brenden Jones

Absent: Mr. Jack Hooks, Mr. Charlie Lytle, and Dr. Maudie Davis

Others Present: Dr. Tony Clarke, President, Beverlee Nance, Vice President/Workforce and Community Development, Betty Jo Ramsey, Vice President/Administrative Services, Lauren Cole, Vice President/Academic Affairs, Sylvia Cox, Executive Dean/Student Services, Liz McLean, Director/Marketing and Outreach, Gail Auten, Faculty Senate President, Chase Robinson, SGA President, and Kathy Britt, Recording Secretary

Welcome: Chairman Edmund welcomed everyone to the meeting, including a representative from the News Reporter.

Ethics Awareness & Conflict of Interest Reminder: Mr. Edmund reminded the trustees of the ethics awareness statement and asked them to let him know if there are any matters to be voted upon that would individually create a conflict of interest.

Addition to Board Agenda: Mr. Edmund advised that two additional agenda items would be added to the November 16 agenda; the first item is 4C (Community College Completion Corps), Call to Action in Support of Students and to be presented by Ms. Gail Auten, Faculty Senate President. The second item consists of a request from Mr. Harry Foley and will become Item 25 on the agenda.

A motion was made by Mr. Randy Britt to adopt the November 16 agenda as presented including additional items. Mr. Brenden Jones seconded the motion. Motion carried unanimously.

Approval of September 21, 2015 Minutes: A motion was made by Mr. Bobby Ezzell to adopt the September 21 minutes as presented. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

Approval of Southeastern Community College Values and Commitments: Dr. Clarke presented a revised 5 x 5 version (five commitments within 5 words) of Values and Commitments. He stated that the first value expresses the expectation that everyone will practice integrity in all that we do. The other four items reflect internal and external expectations from the faculty, staff, and the public in general. Dr. Clarke indicated that the five commitments were developed through a shared governance effort and will meet the SACS requirements.

Approval of 2015-2016 College Budget: Dr. Clarke discussed the backup documentation included with Item 4, College Budget. The first page showed revenue streams and the second page showed how the college plans to spend the funds. **A motion was made by Mr. Joe Hooks to approve the 2015-2016 College Budget. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

Approval of change to Policy 5.40 Employee Development: Discussion was held regarding Policy 5.40, Employee Development and how it relates to faculty and staff professional development opportunities. Mr. Foley expressed concerns with the wording and its impact on the employees. **After further discussion, a motion was made by Mr. Mark Cartret to table the agenda item until the January 19, 2016 meeting. Mr. Brenden Jones seconded the motion. Motion carried unanimously.**

Approval to delete Policy 6.7 Investment: Dr. Clarke requested approval to delete Policy 6.7, Investment and to adopt Policy 1.10, Investment. **A motion was made by Mr. Harry Foley to delete Policy 6.7 Investment and to adopt Policy 1.10 Investment. Mr. Mark Cartret seconded the motion. Motion carried unanimously.**

Approval of change to Policy 8.3 Unlawful Carrying of Firearms or Other Weapons: Dr. Clarke discussed the modifications to Policy 8.3, Unlawful Carrying of Firearms or Other Weapons. **A motion was made by Mr. Harry Foley to approve stated modifications to Policy 8.3, Unlawful Carrying of Firearms or Other Weapons. Mr. Mark Cartret seconded the motion. Motion carried unanimously.**

Approval of Specific Fees for Continuing Education: Dr. Clarke requested approval of the SCC Specific Fees List for CPT (Machine Operations) and Instrumentation and Controls Insurance. **A motion was made by Mr. Joe Hooks to approve the specific fees list as presented. Mr. Brenden Jones seconded the motion. Motion carried unanimously.**

Approval of the use of Vending Receipts for County Operating Expenditures: Dr. Clarke requested approval to use vending funds to supplement the county operating budget as needed for the remainder of the fiscal year, not to exceed \$30,000. **A motion was made by Mr. Randy Britt to approve the use of vending funds to supplement the county operating budget as needed, not to exceed \$30,000 for the remainder of FY 2015-2016. Mr. Mark Cartret seconded the motion. Motion carried unanimously.**

Approval of Capital Priorities List: Dr. Clarke presented a proposed capital improvement priorities list for approval. He provided in-depth information in regards to capital improvement priorities and answered questions and concerns from the trustees. **A motion was made by Mr. Randy Britt to approve the proposed capital improvement priorities as presented in the backup documentation included in the agenda packet. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

Approval of Capital Improvement Project #2085: Dr. Clarke discussed the \$90,000 available funds for advanced planning. The funds are available due to having been set aside for a new construction project 1748, Applied Technologies Building but were never used. A 3-1 form for current project 2085 will need to be submitted to the State Board for approval along with a record of the SCC Board of Trustees official designation of the project as the College's top construction priority.

Mr. Edmund advised that the advanced planning money will allow the college to start the design process with an anticipated date of completion of March, 2016. This will put the college ahead

in the process if the bond is approved. He further stated that there will be lots of work if the bond referendum passes.

A motion was made by Mr. Randy Britt to approve the Capital Priorities List, NCCCS 3-1 Form. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

A motion was made by Mr. Randy Britt to approve using \$90,000 (set aside from project 1748 in 2014) for Capital Improvement Project #2085 and design of Priority 1, renovation and/or addition to buildings B, M, and J. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.

Personnel Update – Dr. Clarke reviewed the Personnel Update report included in the agenda packet. He stated that vacant positions are at various stages, either being advertised or conducting interviews and positions being filled prior to December 31.

Enrollment Update – Dr. Clarke updated the trustees on enrollment and discussed how it affects funding. He provided a year-to-date outlook and stated that it's too early for estimated numbers for Occupational Extension and Basic Skills. He further stated that everyone is working hard and is focused on retention for the spring.

Marketing and Outreach Update – Dr. Clarke asked Liz McLean, Marketing and Outreach Director to update the board on marketing and outreach activities. Ms. McLean briefed the board on completed activities at the college, completed activities away from the college such as fairs, parades, 954 magazine ads, website redesign, news releases, student activities and News Reporter coverage of SCC's County Commissioners' reception. She also reviewed planned activities for the future.

Workforce Development Update – Dr. Clarke presented a Workforce and Continuing Education update and a copy of the report was included in the agenda packet. The report addressed a partnership with W.E. Bailey to provide pre-employment training classes in Spanish, the submission of a customized training program project for Council Tool, designed and implemented OJT classes to address work ethic, time management and effective communication as identified by local employers; Small Business Center's role in creating and retaining jobs through services provided; secured grant funds from Tobacco Trust Fund for student assistance and instructional resources; and businesses/industries that are actively engaged in the development of workforce continuing education training.

Continuing Education Internal Audit Class Visitation Report, spring and summer 2015 – Dr. Clarke referred to the backup documentation included in the agenda packet. He indicated that no problems were encountered in regards to class visitations and stated that a compliance review is scheduled for January, 2016.

State and County Expenditures through October 31, 2015 - Dr. Clarke referred to the report included in the agenda packet that shows state and county expenditures through October, 2015. He stated that the report shows where we stand with the college's cash balance.

SCC County Commission Reception Update – Dr. Clarke expressed appreciation to the board for its support during the county commissioner reception held recently. He was of the opinion that the governing body learned a lot through the demonstrations and discussions. Dr. Clarke requested positive feedback in general on the commissioner reception.

State Board of Community Colleges Connect NC Bond Act Resolution – Dr. Clarke discussed the NC Community College System's resolution of support for the NC Connect Bond Act. He indicated that he would bring a resolution of support from the Board of Trustees to be considered during the January board meeting. The trustees also discussed getting the county commissioners involved and connected as well.

President's Association Update – Dr. Clarke discussed matters of interest from the President's Association:

- Local Tuition differential: Tuition surcharge and keep differential as institutional funds; accumulate capital expenditures
- Baccalaureate Degree offer, supported by larger colleges
- Applied Baccalaureate Degree (won't transfer), driven by Nursing Program
- Categorical Funds – (Should presidents pursue categorical funding?) Southeastern does not receive categorical funds.

Procedure 2.14 Compliance with Title IX Educational Amendment Act of 1972 – Dr. Clarke referred to Procedure 2.14 and highlighted its content. He invited the trustees to review the copy included in their agenda packets for detailed information.

Student Government Association's Report – Dr. Clarke called on SGA President Chase Robinson to present the Student Government Association's report. Mr. Robinson spoke about various activities that the SGA has been involved in recently. A copy of the report was included in the agenda packet.

Community College Completion/Call to Action in Support of Students – Ms. Gail Auten spoke about the meaning of 4C (Community College Completion Corps). She advised that the Faculty Senate has agreed to support the 4C Phi Theta Kappa Commitment. A signing was done on November 19. Ms. Auten referred to the last two statements on the document which indicates a commitment from the president and the Board of Trustees. She encouraged the trustees to sign the document, reinforcing that the college is committed and cares about its students.

Presidential Activities/Report – Dr. Clarke presented the presidential activities report and a copy was provided in the agenda packet. He briefly discussed various activities that he has been involved with in the community as well as college activities. Dr. Clarke also discussed the college lock down drill held recently and the meeting with the Emergency Response Team.

Reminders – Dr. Clarke reviewed upcoming events. He stated that the college will be hosting the Intergovernmental Council in February.

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Additional Agenda Item – Mr. Harry Foley stated that the add-on item he requested would be more appropriately addressed during the next Board of Trustees retreat. Mr. Edmund accepted Mr. Foley’s request to postpone.

Request to Enter Closed Session – A motion was made by Mr. Joe Hooks to enter Closed Session in accordance with N.C.G.S. 143-318.11(a)(1). Mr. Brenden Jones seconded the motion. Motion carried unanimously.

Request to Reenter Open Session – A motion was made by Mr. Brenden Jones to reenter Open Session. Mr. Mark Cartret seconded the motion. Motion carried unanimously.

A motion was made by Mr. Terray Suggs to authorize salary increases from Compensation Bonus Funds and to authorize staff compensation adjustments as proposed. Mr. Mark Cartret seconded the motion. Motion carried unanimously.

A motion was made by Mr. Brenden Jones to adjourn at 7:35 p.m. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

Respectfully submitted,

Kathy P. Britt
Recording Secretary

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