

Minutes of the SCC Board of Trustees
November 21, 2016 @ 5:30 p.m., Hooks Boardroom

Present: Mr. Henry Edmund, Chair; Mr. Bobby Ezzell, Mr. Jack Hooks, Mr. Randy Britt, Ms. Theresa Blanks, Mr. Terray Suggs, Mr. Harry Foley, and Mr. Joe Hooks

Absent: Mr. Brenden Jones, Mr. Charlie Lytle, Dr. Maudie Davis, and Mr. Mark Cartret

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; 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.

Personnel Introductions: Dr. Clarke introduced the following new employees: Miranda Conner, Music Instructor; Brian McPherson, Grounds/Maintenance; and Wendy Brock, Computer Lab Monitor/Testing Center Proctor.

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.

Information Item:

Advanced Planning Project: Dr. Clarke introduced Boomerang Design representatives as the architect for Advanced Planning. He called on Angie Crawford to speak to the board. They have been on campus for 3 days of meetings with employers, staff, employers' folks from construction and industry trades and students. Ms. Crawford stated that they are seeking input from the Board of Trustees as well, and will prepare a narrative of the college to be provided upon their return on January 17, 2016. She indicated that representatives from state construction have been on campus with Boomerang. Ms. Crawford stated that it will take approximately nine to ten months for design completion and approximately two years for a facility completion. Ms. Crawford asked the trustees to think about the project and advised that they are open to questions at any time. A trustee inquired about industrial leaders' responses and Ms. Crawford stated that the leaders appreciated SCC's industrial training courses, especially in the area of PLC training. She mentioned the need for an Industrial Maintenance Program and the need for training in general contracting, people management, and the possibility of an intern program. Another trustee inquired about esthetics and whether there will be outside shop doors on M and B Buildings. Ms. Crawford indicated that outside doors are being considered but they are considering all ideas with options and the best ways to use the money. The infrastructure of M Building's electrical system and an outside welding area is being studied. She asked for further questions and concluded the presentation. Mr. Edmund expressed appreciation on behalf of the trustees for the presentation.

Approval of Meeting Agenda: A motion was made by Mr. Terray Suggs to approve the November 21 Board of Trustees meeting agenda. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

Approval of Minutes: Mr. Edmund referenced the draft minutes from the September 19 Board of Trustees meeting and asked for approval. **A motion was made by Mr. Robert Ezzell to approve minutes**

as presented from the September 19, 2016 Board of Trustees meeting. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.

Approval of Budget Transfers through October 31, 2016: Dr. Clarke reviewed the budget transfers report and advised that spending is on target with the budget to date, one-third of the fiscal year. **A motion was made by Mr. Robert Ezzell to approve budget transfers through October 31, 2016. Mr. Harry Foley seconded the motion. Motion carried unanimously.**

Approval of request for Private Sale of Surplus Property: During the July 18 Board of Trustees meeting, action was taken to authorize the sale of surplus property in accordance with the upset bid process, including a down payment of ten percent. Since then, additional items have been added to the list and some items were damaged in the flood due to Hurricane Matthew. Dr. Clarke requested authorization from the Board of Trustees to sell the surplus property identified in an attached list. He further advised that the initial vendor will give a quote immediately prior to listing the invitation for upset bids from other vendors. If the initial vendor wins the bid, he or she has agreed to recycle the water damaged items at no cost. **A motion was made by Mr. Harry Foley on behalf of the board to authorize the upset bid process for the private sale of surplus property. Mr. Terray Suggs seconded the motion. Motion carried unanimously.**

Approval of Policy 3.09 College Credit for Prior Learning: Dr. Clarke requested approval to establish a policy, giving authority to the president, to develop a procedure giving students college credit for prior learning. He indicated that other institutions practice this and have enjoyed success. **After a brief discussion, a motion was made by Mr. Randy Britt to approve the establishment of Policy 3.09, College Credit for Prior Learning, authorizing the president to give credit for prior learning. Mr. Robert Ezzell seconded the motion. Motion carried unanimously.**

Approval of changes to Policy 5.21 Family and Medical Leave: For clarification purposes, Dr. Clarke requested approval to amend the wording in the first sentence of Policy 5.21 to read as follows: The Family and Medical Leave Act (FMLA) will allow **eligible** employees to take up to 12 weeks **(or 26 weeks where specified)** of **unpaid** leave time per year for reasonable family and medical needs. **A motion was made by Mr. Jack Hooks to approve changes as stated to Policy 5.21 Family and Medical Leave. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Approval of Policy 5.35 Work Hours: Dr. Clarke discussed proposed changes to the current Policy 5.35: Compensatory Time. The new *Policy 5.35: Work Hours*, will replace policy 5.35, Compensatory Time. It reads as follows: "The President is authorized to establish a formal schedule of the opening and closing hours for the College and the official working hours for all personnel according to their position assignments. In the event of emergency closings and disruptive activities, the President is authorized to adjust working hours for all personnel according to their position assignments. The President shall establish procedures for the equitable administration of compensatory time and overtime pay in accordance with federal, state, and local laws and regulations." This change will get the college in alignment with the Fair Labor Standards Act. Discussion continued and a question arose about the status of employees in regards to accumulation of overtime. Dr. Clarke indicated that the college has a couple of employees with a buildup of compensatory time, but not in an excessive amount. He was pleased with the current situation and advised that overtime will continue to be monitored. **A motion was made by Mr. Harry Foley to replace Policy 5.35, Compensatory Time with Policy 5.35, Work Hours. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

Mr. Foley invited the trustees to the Lake Waccamaw Christmas parade to be held on Saturday, December 3, 2016 at 10:00 a.m.

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Mr. Foley left at 6:05 p.m.

Personnel Update: Dr. Clarke reviewed the Personnel Update report that was included in the agenda packet. He stated that the VP of Administrative Services' position has been readvertised, and it appears that the second round of candidates is much stronger. Dr. Clarke also stated that there are three grounds maintenance worker positions to be hired.

Continuing Education Internal Audit Class visitation Report, Spring & Summer, 2016: Ms. Beverlee Nance reviewed the reports and advised that the internal class audit revealed that all requirements to be in compliance with the accountability and credibility plan.

Revenue Streams/Expenditure Allocations: Dr. Clarke reviewed the Revenue Streams/Expenditure Allocations report included in the agenda packet and advised that the college receives money from three sources, the state, the county, and the federal government.

Dr. Clarke also reviewed the projected expenditure allocation detail report.

Perkins Budget Update – Dr. Clarke showed power point slides and explained that Perkins funding is based upon enrollment in technical programs. This year Southeastern has its own grant in the amount of \$58,000 which will be allocated for technical certifications, the criminal studies program, ADA compliance, SkillsUsa, and instructor training. He stated that the funds come from the federal government through the system office. Dr. Clarke also advised that since the college has its own grant, there are no administrative fees to be paid which results in more money for Southeastern.

Employee Bonus Update – Dr. Clarke discussed the approved budget line of \$169,000 for employee bonuses. All employees will receive a 1.5% bonus on their November 30 pay advice. He explained that there is enough money to give an additional .65% on the December pay advice. Dr. Clarke indicated that grant funded employees and county employees will also receive the bonuses.

Enrollment Update – Dr. Clarke discussed enrollment and reviewed power point slides. He advised that FTE for the summer was up across the system, fall enrollment at SCC had decreased 8.8%, but overall FTE was projected to increase by 12 by the end of the fall semester. Dr. Clarke further advised that Priority Enrollment has moved us ahead of last year. He mentioned some of the challenges that Occupational Extension faces at the prisons and the resulting effects.

Facilities Planning – Dr. Clarke discussed the Connect NC bond and SCC's Capital Priorities list. He emphasized that the \$6.8 million in bond money cannot be used for paving projects at the college and how important the capital outlay money from the county is to the maintenance of buildings and parking lots.

Dr. Clarke mentioned the K-12 aging schools' facilities and the push to upgrade and/or replace various buildings. He stated that SCC is a part of the educational system in Columbus County and in his opinion, should also be considered in the financial planning process to alleviate SCC's facility problems. The college did not receive any funding from the passage of the state sales tax, and Dr. Clarke stated that it may appear that the college doesn't need capital outlay funds due to the successful passing of the Connect NC bond. He is concerned that the County's governing body views the situation from the standpoint that since the \$6.8 million Connect bond passed, an increase in capital outlay funding is not necessary for the college. Dr. Clarke concluded the presentation and stated that Southeastern is facing the challenges of a deteriorating campus and should ask for a discussion with the Board of County Commissioners. He emphasized the importance of the college being a part of any funding increase, as the county commissioners make plans on how to meet the needs of aging facilities within the Columbus

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County Schools system as well as the Whiteville City Schools. Dr. Clarke stated that the college must be proactive in its approach to receive a fair share of any funds derived from tax increases or whatever sources are used to upgrade and/or replace K-12 schools' buildings.

Mr. Edmund reiterated the need for the college to be proactive in its approach to be included in any special funding initiatives for the Columbus County educational system initiated by the County. After discussion, Mr. Edmund appointed the following board members to serve on a Facilities Subcommittee: Mr. Robert Ezzell, Mr. Joe Hooks, Mr. Randy Britt, and Mr. Henry Edmund. A discussion continued about the development of a funding formula broken down by percentages. The trustees discussed Fire/Rescue training and the request from first responders to have the training on the campus of SCC rather than having to travel to an out of town location. It was stated that a cost of about \$100,000 would allow for a training tower to be installed.

Mr. Edmund asked Dr. Clarke to determine a date, before December 16, for the Facilities Subcommittee to meet. Dr. Clarke will be in contact with the subcommittee later this week to schedule.

Proxy Voting: The subject arose during past meetings, and Mr. Edmund advised that if the Board of Trustees wants to allow proxy voting, an official policy and procedure should be adopted to establish guidelines.

Mr. Randy Britt left at 7:00 p.m.

Student Government Association Report: SGA President, Samantha Singler, reviewed the report provided to the trustees. She briefly discussed each activity and expressed appreciation to the faculty and staff for their support. Ms. Singler also reviewed upcoming events for the Student Government Association.

Presidential Activities Report: Dr. Clarke reviewed the Presidential Activities report and amended the November 17 entry that stated he visited an ACA 115 class in Fair Bluff. Due to other meetings that day, Dr. Clarke was unable to visit the ACA class in Fair Bluff. He did serve students at their Holiday Luncheon on that day.

Investment Committee – Mr. Edmund expressed appreciation to the Investment Committee for meeting prior to the board meeting. He stated that he and Dr. Clarke spoke with representatives from First Citizens Bank in regards to the transfer of overhead receipts. It was determined that the money will be transferred to a custodial account with First Citizens but should remain in the same investments, until the Investment Committee determines if it wants to make any changes.

Hurricane Matthew – Dr. Clarke expressed appreciation to the Leadership Team, Maintenance, Information Technology, and Custodial employees for their support during the aftermath of Hurricane Matthew.

SCC Success Scholarship – Dr. Clarke recently attended a Community Foundation meeting where he discussed the SCC Success Scholarship. He discussed the various methods of marketing being utilized by the college. Dr. Clarke advised that he and Mr. Edmund will be meeting with the Whiteville City Board of Education during the second week of December to discuss the Success Scholarship as well as the Columbus County Board of Education in January, 2017.

Trustee Meetings – Dr. Clarke invited the trustees to meet with him individually or in small groups to discuss college matters of interest. He has a meeting scheduled with Mr. Joe Hooks and Mr. Jack Hooks.

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Invitation to Faculty/Staff Holiday Luncheon – Dr. Clarke extended an invitation to the trustees to attend the annual Faculty/Staff Holiday Luncheon on Wednesday, December 7 at 11:45 a.m., Nesmith Student Center.

Invitation to Foundation Holiday Luncheon – Dr. Clarke extended an invitation to the trustees to attend the Foundation’s Holiday Luncheon fundraising event on Friday, December 9 at Vineland Depot. Tickets are \$35 individually and \$250 per table.

A motion was made by Mr. Jack Hooks to adjourn at 7:15 p.m. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

Respectfully submitted,

Kathy P. Britt
Recording Secretary

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