

MINUTES OF THE SCC BOARD OF TRUSTEES
MARCH 10, 2015 @ 5:30 P.M., HOOKS BOARDROOM

Present: Mr. Henry Edmund, Chair; Mr. Randy Britt, Mr. Robert Ezzell, Judge Jack Hooks, Mr. Joe Hooks, Mr. Charles Lytle, Mr. Mark Cartret, Mr. Terray Suggs, Ms. Theresa Blanks, Dr. Maudie Davis, Mr. Joey Ray, and Sarah Barnhart, Student Trustee and SGA President

Absent: Mr. Harry Foley

Others Present: President, Dr. Anthony Clarke, Vice President/Workforce and Community Development Beverlee Nance, Vice President/Administrative Services Betty Jo Ramsey, Acting Vice President /Academic Affairs Lauren Cole, Faculty Senate President Gail Auten, and Recording Secretary Kathy Britt

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

Introduction of New Employees: Dr. Clarke introduced Ms. Shalawn Dolly, nursing instructor. Ms. Dolly served as a part time instructor during 2013-2014 and was hired into a full time position on January 20, 2015.

Dr. Clarke introduced Ms. Tramaine Orellana, Workforce Specialist. Ms. Orellana brings experience in workforce development from previous employments with Bladen and Robeson Community Colleges. She was hired into a full time position on February 2, 2015.

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 decline voting on that item.

Voting Items:

Approval of Minutes: Mr. Henry Edmund called for action on minutes from previous meetings: January 13, 2015 Regular Session; January 29, 2015; and February 21, 2015 Special Sessions. **A motion was made by Mr. Joe Hooks to approve minutes of January 13, January 29, and February 21, 2015. Mr. Terray Suggs seconded the motion. Motion carried unanimously.**

Approval of Budget Transfers Report: Dr. Clarke reviewed the budget transfers report. He stated that so far, there has been a 1% reversion (\$137,000) requested. Dr. Clarke discussed start up training (\$202,600) for Tabor City expansion. He indicated that the rest of the report reflects daily things as far as total budget and expenditures. **A motion was made by Mr. Joey Ray to approve budget transfers report. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

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Approval of Specific Fees List – Continuing Education: Dr. Clarke presented a change to specific fees list for approval that included an increase in certificate from \$1 to \$2 for the Community Service Self Supporting Class – Concealed Handgun. **A motion was made by Mr. Bobby Ezzell to approve SCC Specific Fees List for Continuing Education as presented. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

Approval of Revision to Tobacco Free policy: Dr. Clarke reviewed Tobacco Free Campus policy and advised that the current policy does not address e-cigarettes or any product simulating smoking instruments. He referred to paragraph 1 of policy 2.9 and stated that the sentence would be added to the end of the paragraph to reflect the amendment if the board approves the request. **A motion was made by Mr. Terray Suggs to approve revision to tobacco free policy to include the statement, “This policy also applies to e-cigarettes or any product simulating smoking instruments.” Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Approval of Use of Vending Receipts for Purchase of Employee Compliance Software: Dr. Clarke discussed using vending funds to pay for annual employee compliance training. He stated that Human Resources Director Bill Maultsby has talked with vendors who train and track participants in various areas. The college evaluated several vendors and invited Cintas to present a demonstration on its Learning Management System for compliance training. Subsequent to this presentation, a task force of eleven employees was provided a link to access one course concerning the Clery Act and provide feedback. After completion of the course, the group recommended that SCC consider adopting this program as its compliance training platform. With access to over 100 courses, the Cintas system would provide a library of course selections to cover a majority of mandatory compliance training requirements and serve as a training library for the professional development needs of virtually every full-time regular employee. Dr. Clarke discussed associated costs and how profits from vending machines and other convenience concessions may be used and advised that the goal would be to fund this out of operating funds in the future. A request was made for the reconciliation of the vending account by the next regular board meeting. A question was raised about a \$1,500 mini grant from the Foundation and it was explained that \$1,500 is the maximum amount allowed without special approval from the foundation board. **A motion was made by Mr. Charlie Lytle to approve use of vending receipts for purchase of employee compliance software as detailed in agenda backup documentation. Mr. Jack Hooks seconded the motion. Motion carried unanimously.**

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Approval of 2015-2016 Holiday Schedule: Dr. Clarke presented a Curriculum Holiday Schedule for 2015-2016. He stated that holidays are as follows:

Labor Day	September 7, 2015
Thanksgiving	November 25-27, 2015
Christmas	December 21-31 (Includes holidays and vacation days, college closed)

New Year's Day	January 1, 2016
Martin Luther King, Jr.	January 18, 2016
Easter	March 25 and 28, 2016
Memorial Day	May 30, 2016
Independence Day	July 4, 2016

Dr. Clarke explained that the Veterans Day holiday experienced the most significant change. He stated that the college will remain open on Veterans Day and celebratory activities will be held. Dr. Clarke was of the opinion that there will be greater student participation if the college remains open on the holiday. In regards to Thanksgiving holidays, the college will observe the Wednesday before Thanksgiving as well as Thanksgiving Day and the following Friday. Dr. Clarke indicated that student attendance on the Wednesday before Thanksgiving is generally low.

Mr. Edmund called for action by the board. **A motion was made by Mr. Terray Suggs to approve the Curriculum Holiday Calendar for 2015-2016 as presented. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

Approval of Sale of Investments – Mr. Edmund updated the board on a meeting of the Investment Committee held on January 13, 2015. He explained that the investment fund contains an accumulated fund balance in overhead receipts which consist of federal allowances received annually, such as \$5 received for every Pell student and 8% of the Educational Talent Search grant. The request was to use these funds to support normal operations of the college due to a declining state budget allocation. Mr. Edmund advised that there are provisions set forth for use of these funds in the system office's Accounting Procedures Manual. He explained that a permitted use of the funds is to pay for salaries and related fringe benefits for financial aid staff or other areas of the college such as the business office, grants administration, or student services, which are necessitated by grants earning overhead receipts. Currently there are funds of \$436,138 available. Sixty-seven thousand is needed to pay a percentage of financial aid salaries and to continue to provide college work study matching funds through the end of this fiscal year.

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Mr. Edmund requested approval from the board to sell enough investments to provide the \$67,000 needed.

A motion was made by Mr. Randy Britt to approve sale of investments in the amount of \$67,000. Mr. Joey Ray seconded the motion. Motion carried unanimously.

Approval of 2015-2016 County Budget Request – Dr. Clarke reviewed key areas of the County Funds Budget Request for 2015-2016. He stated that the college is requesting

\$1,353,888 in county funds. The request includes the addition of one full time maintenance person for 2015-2016. He discussed the \$43,465 deficit shown on page 2 of the budget request and reviewed the county funds capital outlay budget request in the amount of \$1,442,768. Dr. Clarke requested approval to submit to the county commissioners the 2015-2016 current operating and capital needs request as presented to the board of trustees. **A motion was made by Mr. Bobby Ezzell to approve 2015-2016 county budget request. Dr. Maudie Davis seconded the motion. Motion carried unanimously.**

Approval of Strategic Plan Strategies and Objectives: Dr. Clarke provided a power point presentation on proposed strategic planning strategies and objectives. The plan included Strategic Areas, Enrollment Management, Student Success, Workforce Development, Technology, Facilities, and Resource Acquisition and Use. A time line should be developed in the July/August timeframe with a plan in place by August, 2015. An activity is defined as an action plan or goal. Mr. Ray inquired about a slide for Employee Development and Dr. Clarke indicated that he would prepare one for the next board meeting. Discussion was held in regards to the last strategic plan being a two year plan and that administration is currently contemplating a three to five year plan. **A motion was made by Mr. Mark Cartret to approve a five year strategic plan with a caveat of proposed employee development plan to be included. Mr. Joey Ray seconded the motion. Motion carried unanimously.**

Consent Item:

Personnel Affirmations: Dr. Clarke presented the Personnel Affirmations report. The report included names of two people who were recently hired, three retirements, and one resignation/termination. **A motion was made by Dr. Maudie Davis to approve the personnel affirmations report as presented. Mr. Mark Cartret seconded the motion. Motion carried unanimously.**

Information Items:

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Personnel Updates: Dr. Clarke presented the Personnel Updates report, including position vacancy status through March 10, 2015. **Continuing Education Internal Audit Class Visitation for Fall 2014:** Dr. Clarke presented the Continuing Education Internal Audit Class Visitation for Fall 2014. The report includes percentages of Occupational, Literacy, and HRD classes which were visited Fall Semester 2014 in compliance with SCC's accountability and credibility plan. The percentages met or exceeded requirements. Mr. Edmund expressed appreciation to Mrs. Nance for the report.

Construction Update: Dr. Clarke presented the Construction Project Status Report that was included in the agenda packet:

Applied Technologies Building – No new activity

D Building Teaching Auditorium Renovation NCCCS #1937 – A state inspection was held on February 20, 2015 and due to some emergency light failures and locks not installed, the inspection failed. The lock vendor is scheduled to complete work on March 3. When testing of the emergency lights and battery backups is rescheduled and completed, the state inspection will be rescheduled.

Future Capital Expenditures to be included in the County Budget request – Dr. Clarke presented the Capital and Equipment Needs request for 2015-2016. He reviewed immediate, short term, and long term capital and equipment needs.

2015-2016 Continuing Education/Basic Skills Budget FTE – Dr. Clarke presented the 2015-2016 Continuing Education/Basic Skills Budget FTE. He stated that the college is funded based on calendar year and funding decreased somewhat from calendar year 2014. Dr. Clarke discussed the importance of prisons in regards to FTE.

Student Government Association Report – SGA President Sarah Barnhart presented the Student Government Association report for the period January 13- March 10, 2015. Ms. Barnhart spoke about many activities that the Student Government Association is involved with and upcoming events. She indicated that the SGA officers and Mrs. Sellers will be attending an N4CSGA Conference on March 27-29, 2015.

Presidential Activities/Report – Dr. Clarke presented the presidential activities report and updated the trustees on departmental meetings recently held. He was of the opinion that the open sessions with the departments has been time well spent.

Dr. Clarke reminded the board about the annual foundation dinner scheduled for April 11, 2015.

Change to Regular Board Meeting Schedule – Mr. Henry Edmund, Chairman, addressed the board about changing its regular bimonthly meeting schedule from the

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second Tuesday to the third Monday in order to accommodate a trustee who has a conflict on the second Tuesday. After discussion, **a motion was made by Mr. Randy Britt to change the regular bimonthly board meeting from the second Tuesday to the third Monday at 5:30 p.m. Mr. Jack Hooks seconded the motion. Motion carried unanimously. The next regular board meeting will be held on Monday, May 18, 2015.**

Sympathy Acknowledgement – Mr. Edmund read a note of appreciation received from the family of Mr. Charles Gore, who passed away in January, for an expression of sympathy from the trustees.

Mr. Edmund called for a motion to enter Closed Session for discussion of personnel matters. **A motion was made by Mr. Joey Ray to enter Closed Session for the purpose of discussion of personnel matters. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

A motion was made by Mr. Randy Britt to reenter Regular Session. Mr. Jack Hooks seconded the motion. Motion carried unanimously.

A motion was made by Mr. Randy Britt to adjourn at 8:10 p.m. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

Respectfully submitted,

Kathy P. Britt, Recording Secretary