

**Minutes of the
Board of Trustees
Southeastern Community College
March 20, 2017 @ 5:00 p.m.**

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

Absent: Mr. Brenden Jones and Mr. Charlie Lytle

Others Present: Dr. Anthony Clarke, President; Lauren Cole, Vice President/Academic Affairs; Dan Figler, Vice President/Administrative Services; Sylvia Cox, Executive Dean/Student Services; Alison Soles, 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: Mr. Dan Figler, Vice President/Administrative Services and Mr. Raymond Long, Facilitator of Inmate Education, Tabor Correctional Institution

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 March 20 meeting agenda including the addition of an item to adjourn at 6 p.m. to allow for any interested trustees to attend the Board of County Commissioners meeting at 6:30 p.m. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.

Approval of Minutes:

A motion was made by Mr. Bobby Ezzell to approve the regular session minutes of January 17, 2017. Dr. Maudie Davis seconded the motion. Motion carried unanimously.

Approval of Budget Transfers:

Dr. Clarke presented the Budget Transfers report (February 28) for consideration by the Board. There has been no major transfers and allocations. **A motion was made by Mr. Harry Foley to approve the Budget Transfers report. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

Approval of 2017-2018 County Operational Budget Request:

Dr. Clarke presented the County Funds Operational Budget Request. He discussed the 3.9% increase in operating budget and advised that the largest line item increase is due to electricity consumption.

A motion was made by Mr. Bobby Ezzell to approve the 2017-2018 County Operational Budget Request. Mr. Randy Britt seconded the motion. Motion carried unanimously.

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Approval of Workforce / Continuing Education Specific Fees:

Dr. Clarke presented the Workforce / Continuing Education Specific Fees list for consideration by the Board. **A motion was made by Mr. Harry Foley to approve the Workforce / Continuing Education Specific Fees as presented. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Approval of 2017-2018 Curriculum Fees:

Dr. Clarke presented the proposed 2017-2018 Curriculum Fees for consideration by the Board. There was no markup on charges. **A motion was made by Dr. Maudie Davis to approve the 2017-2018 Curriculum Fees as presented. Mr. Mark Cartrette seconded the motion. Motion carried unanimously.**

Approval of Resolution of Agent Authority for State and Federal Disaster Relief and Emergency Assistance:

Dr. Clarke presented the resolution and advised that the document gives approval from the Board of Trustees for Alison Soles, Director of Administrative Services and himself to act on behalf of the college on matters involving FEMA as a result of Hurricane Matthew flooding. The document requires the signatures of three trustees and the chairman. **A motion was made by Mr. Randy Britt to approve the Resolution (Designation of Applicant's Agent) for Alison Soles as the Primary Agent and Dr. Anthony Clarke as the Secondary Agent. Mr. Harry Foley seconded the motion. Motion carried unanimously.**

Approval of Transcript Request Fees:

Dr. Clarke presented power point slides on Electronic Transcript Request fees showing the current situation, policy proposals through June 30, and a policy proposal effective July 1, 2017. Electronic Transcript Request procedure will be setup by the end of April and the cost will be \$5 for students. SCC will pay the vendor \$2.25, in keeping with what other colleges are doing. Information included in the student handbook will continue to be honored. After discussion **a motion was made by Mr. Joe Hooks to approve proposals as presented. Dr. Maudie Davis seconded the motion. Motion carried unanimously.**

Approval of Medical Office Administration Degree Program:

Dr. Clarke presented a proposal to implement the Medical Office Administration Curriculum Program (A25310). This will enable the college to offer a degree in Medical Office Administration, whereas students currently earn a certificate. **A motion was made by Mr. Randy Britt to approve the request. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Information Items:

Facilities Committee: Mr. Edmund extended appreciation to the Facilities Committee (Randy Britt, Bobby Ezzell, and Joe Hooks) for prioritizing the facilities' needs so that the information can be presented to the Board of County Commissioners during its meeting tonight. Dr. Clarke distributed a handout (Funding Facilities for All Students in Columbus County). Mr. Edmund encouraged the trustees to distribute these priorities to the Board of Commissioners as they speak with them individually. He

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discussed the priorities and advised that a sizeable amount of requested funding has been deleted from the original request. The proposed fire tower has been removed as well as the expansion of the Public Safety and Health Technologies Building.

Student Government Association's Report:

SGA President, Ms. Samantha Singler, presented the SGA report. She stated that the March 20 meeting is her final meeting as the SGA President and Student Trustee. She stated that serving has been a nice experience. On behalf of the Board of Trustees, Mr. Edmund expressed appreciation to Ms. Singler for the SGA reports and the professionalism exhibited during the presentations to the Board of Trustees.

Statement of Economic Interest:

Mr. Edmund referenced the State Ethics Commission report that summarized receipt of SEI statements and Ethics Education for the Board of Trustees. He reminded the trustees of the April 15 deadline to file their SEI reports and the bi-annual Ethics Training due date.

State Board and Legislative Governance Actions:

Mr. Edmund discussed House Bills 12 and 14, third editions. Verbiage in the bills included the removal of the governor's appointing authority for selected community colleges, removal of the local boards of education's appointing authority for selected community college, term limits for local trustees, and frequency of local board meetings. Mr. Edmund indicated that the original bills were more aggressively written and that if passed, the effects on Southeastern will be felt in the future. He stated that presently, only certain colleges are affected, and Southeastern is not one of those.

Appreciation to Alison Soles, Director of Administrative Services:

Mr. Edmund expressed appreciation to Ms. Soles for the leadership to the Administrative Services Division she provided from September, 2016 through February, 2017 as the Interim Director. Mr. Edmund thanked Ms. Soles for accepting the responsibility and stated that it is a huge benefit to the college to have someone of her caliber as an employee.

Presidential Activities Report:

A copy of the Presidential Activities Report was included in the agenda packet.

Reminders:

Dr. Clarke referenced the reminders for upcoming events.

There was no further business, and a motion was made by Mr. Joe Hooks to adjourn at 5:55 p.m. Mr. Randy Britt seconded the motion. Motion carried unanimously.

Kathy Britt, Recording Secretary

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