

MINUTES OF THE SCC BOARD OF TRUSTEES
MAY 12, 2015 @ 5:30 P.M., HOOKS BOARDROOM

Present: Mr. Henry Edmund, Chair; Mr. Randy Britt, Judge Jack Hooks, Mr. Joe Hooks, Mr. Mark Cartret, Mr. Terray Suggs, Ms. Theresa Blanks

Absent: Mr. Harry Foley, Mr. Robert Ezzell, Mr. Charles Lytle, Dr. Maudie Davis, Mr. Joey Ray,

Others Present: President, Dr. Anthony Clarke, Vice President/Workforce and Community Development Beverlee Nance, Vice President/Administrative Services Betty Jo Ramsey, Vice President /Academic Affairs Lauren Cole, Executive Dean for Student Services Sylvia Cox, Faculty Senate Vice President Jonathan Hester, Marketing Director Liz McLean, and Recording Secretary Kathy Britt

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

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: March 10, 2015 Regular Session; March 17, 2015 Executive Committee; and March 17 Joint Session with County Commissioners. **A motion was made by Mr. Randy Britt to approve minutes. Mr. Jack Hooks seconded the motion. Motion carried unanimously.**

Approval of Budget Transfers Report: Dr. Clarke reviewed the budget transfers report. The college budget is at 83% for FY 2014-2015. Dr. Clarke discussed \$50,000 in computer purchases to be made in regards to Polycom Educational grant. Two percent has been set aside for reversion. There is \$127,000 in equipment funds and all of that money will not be expended. The last payment on the auditorium has been made. Dr. Clarke further discussed tree cutting service, student fees, and athletic expenditures to allocate. He indicated that student activities' institutional funds carry over to the next fiscal year. Dr. Clarke advised that the college is on target to spend 99-100% of general state funds for FY 14-15. **Mr. Edmund declared the report approved.**

Approval of Employee Development Objectives for 2015-2020 Strategic Plan: Dr. Clarke presented the employee development objectives section of the strategic plan that was omitted during the presentation at the March Board of Trustees meeting. He stated that the Performance Evaluation system will begin in the fall as well as employee professional development events, and the implementation of employee satisfaction survey. **A motion was made by Mr. Terray Suggs to approve Employee Development objectives for 2015-2020 strategic plan. Mr. Jack Hooks seconded the motion. Motion carried unanimously.**

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Approval of 2015-2016 Curriculum Student Fee Schedule: Dr. Clarke presented proposed Curriculum Student Fees for approval by the board. He stated that fees were raised to cover actual costs and self-supporting summer curriculum class fees were changed to \$15. **A motion was made by Mr. Joe Hooks to approve Curriculum Student Fees as presented. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Approval of 2015-2016 Curriculum Specific Fee Schedule: Dr. Clarke presented documentation on proposed 2015-2016 fees for Child Development Center and Cosmetology Patron Services. He stated that child development center tuition for 2015-2016 will remain \$115 per week as well as the annual registration fee of \$30. Children attending the Pre-K Program effective fall semester will be charged a weekly wraparound fee of \$25 if the child remains at the center after 3 p.m.

The Cosmetology Program currently charges fees to patrons. A listing of price changes and additional services was included in the agenda packet that will become effective and available 2015 fall semester.

Dr. Clarke requested approval of the 2015-2016 Curriculum Specific Fee Schedule. **A motion was made by Mr. Randy Britt to approve Curriculum Specific Fee Schedule as presented and effective August 1, 2015. Mr. Mark Cartret seconded the motion. Motion carried unanimously.**

Approval of Continuing Education Fee Schedule: Dr. Clarke presented the Continuing Education Specific Fees List for approval. **A motion was made by Ms. Theresa Blanks to approve SCC Specific Fees List for Continuing Education as presented. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

Approval of Mission Statement: Dr. Clarke presented the proposed mission statement: **Southeastern Community College promotes career and educational success for all of our students and growth for our community and state through excellence in teaching and learning, student access and completion, economic development, and cultural opportunities.** He stated that feedback from employees was received on the proposed mission statement, and asked approval of the statement from the board of trustees. **A motion was made by Mr. Mark Cartret to accept mission statement as presented. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

Mr. Edmund suggested putting the mission statement in a framed format and having it displayed in each building.

Approval of Change to Policy 1.1 Board of Trustees: Dr. Clarke presented a proposed amendment to Policy 1.1, Board of Trustees – Board Governance. The following statement was added: The major responsibility of the board is to develop and approve the college's strategic plan and to ensure the college achieves the objectives of the strategic plan. **A motion was made**

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by Mr. Joe Hooks to approve change to Policy 1.1 as stated. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.

Approval of Change to Procedure 1.1.1, Operations of the Board: Dr. Clarke addressed Procedure 1.1.1, Operations of the Board in regards to the establishment of meeting times, authority of Executive Committee as it pertains to hiring or firing of any regular personnel, and authority to enter into any capital improvement costing more than fifty thousand dollars.

The amended paragraph for meeting times reads as follows: **The Board regularly meets on the third Monday of January, March, May, July, September, and November. If the third Monday falls on a college holiday, then the Board will meet on the following Tuesday. Other meetings may be called at the discretion of the chair or a designee.**

Executive Committee authority amended to delete the hiring or firing of any regular personnel.

Executive Committee authority to enter into capital improvements costing more than fifty thousand dollars.

A motion was made by Mr. Mark Cartret to approve proposed changes to procedure 1.1.1, Operations of the Board as stated. Mr. Terray Suggs seconded the motion. Motion carried unanimously.

Approval of Change to Policy 1.3 Philosophy on Administrative Support: Dr. Clarke requested approval to amend paragraph 4 of Policy 1.3 to read as follows, adding the terminology of non-renewal in the first paragraph: The president is fully supported in his/her recommendations for renewal, non-renewal, or termination of contracts for present administrative and faculty positions and for the initiation of contracts. It is understood that the president will provide reasons for his/her recommendations to the Board.

A motion was made by Mr. Randy Britt to include the word non-renewal in the first sentence of paragraph four. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.

Approval of Change to Policy 1.5 Hiring of New Personnel and Approval of Change to Policy 1.6 Acceptance of Resignations: Dr. Clarke requested approval to amend Policies 1.5 and 1.6 delegating personnel decisions to the president. The president will inform the board of new and renewed contracts at the next regular board meeting. **A motion was made by Mr. Jack Hooks to approve request to delegate personnel decisions to the president. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

Approval of Change to Policy 2.6 Campus SaVE Act: Dating Violence, Domestic Violence, Sexual Assault and Stalking: Dr. Clarke asked the board to approve change to policy 2.6 in order to be in compliance with the new federal law. **A motion was made by Mr. Joe Hooks to**

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approve requested change to policy 2.6. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.

Approval of Cosmetology Instructor Certificate (Curriculum): Dr. Clarke advised that the college is trying to build its own adjunct pool and in order to do this, he requested approval to implement a Cosmetology Instructor Certificate (C55160) program. Impact Assessments will be sent to impacted colleges if the certificate program is approved by the board. **A motion was made by Mr. Terray Suggs to implement a Cosmetology Instructor Certificate Program for fall semester. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Approval of Request for Nurse Aide Certificate (Curriculum): Dr. Clarke requested approval to implement a Nurse Aide Certificate program (C45840) through the Curriculum area. He explained that the Continuing Education Nurse Aide Certificate program will continue, and graduates of both programs will take the same test to become Certified Nurse Aides. Through the Curriculum program students will be able to obtain a diploma and be eligible to use financial aid. In addition, the college receives state Perkins money based on the number of technical students in its programs. Currently, the nurse aide students through continuing education are not counted towards Perkins funding. Finally the curriculum program can be offered through Career College Promise to area high school students. **A motion was made by Mr. Randy Britt to approve request for nurse aide certificate through the curriculum area. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

Information Items

Nominating Committee for Board Elections: Mr. Edmund asked the following trustees to serve on the 2015-2016 Nominating Committee: Mr. Bobby Ezzell, Mr. Mark Cartret, Ms. Theresa Blanks, and Mr. Jack Hooks. His charge to the committee was for it to provide nominations at the July 20 meeting for the positions of Chair, Vice Chair, Secretary, Executive Committee (2) members (in addition to officers of the board), and the Investment Committee.

Personnel Updates: Dr. Clarke presented the Personnel Update report. The report showed five retirements and five resignations/terminations. Dr. Clarke indicated that the library assistant position will be filled in October, 2015. He also stated that Ms. Sylvia Cox has been named Executive Dean of Student Services and that things seem to be off to a great start. Dr. Clarke advised that the college is trying to expand its pool of applicants to a more diverse group, and position announcements are being sent to career centers of historically black colleges and universities.

Financial Audit Results: Dr. Clarke stated that the unofficial results of the Financial Audit showed no findings and advised that the exit interview is scheduled for the latter part of May. He congratulated Ms. Ramsey and the business office staff for the nice work.

Program Audit Results: Dr. Clarke stated that the unofficial results of the Program Audit on the curriculum side as well as the continuing education side showed no findings. He extended congratulations Ms. Cole and Ms. Nance and their staff for the nice work.

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Construction Update: Dr. Clarke advised that there are no active construction projects at this time. He stated that the state approved occupancy of the D Building Teaching Auditorium Renovation (NCCCS #1937) on March 23, 2015. The trustees inquired about touring the auditorium after the board meeting.

Budget for Childcare Facility: Dr. Clarke presented information regarding the Childcare Facility budget. He stated that Ms. Cole has been working with Ms. Ramsey on ways for the facility to be self-supporting and with changes made, the facility shows a net profit of \$19,915. The backup documentation included in the agenda packet listed changes made and showed projected revenue of \$166,676; projected operating expenses of \$146,761; net profit of \$19,915. Ms. Cole indicated that the cost of child care at the college is competitive with surrounding facilities. She also advised that SCC's child care facility is nationally accredited and operates at less than full capacity.

Procedure 1.3.1 Administrative Structure: Dr. Clarke presented documentation on changes to the administrative structure. He stated that Liz McLean's title will change to Director of Marketing and Outreach and a coordinator will be hired to assist with some of Ms. McLean's current responsibilities. Mr. Terray Suggs inquired about names for the directors' positions and Dr. Clarke advised that he will update the chart and forward to the trustees.

Updates for Other Procedures: Dr. Clarke provided a listing of updates for other procedures:

Procedure 1.3.2 Institutional Committees

- Revised purpose of committees and responsibility for minutes and documentation
- President's Council responsible for the Strategic Planning / Institutional Effectiveness processes
- Procedure 1.9.1 Substantive Change Procedures
- Procedure 2.6.1 Campus SaVE Act
- Procedure 2.6.2 Clery Act Compliance
- Procedure 2.7.1 Anti-Harassment
- Procedure 3.1.15 Curriculum Faculty Workload
- Procedure 3.1.30 Curriculum Faculty Office Hours

Dr. Clarke advised that institutional committees will be more accountable in the future and minutes of meetings will be transcribed and filed in a designated area. He stated that faculty will be required to be on campus for at least one hour per day.

Spring 2015 Priorities: Dr. Clarke presented documentation on spring 2015 priorities. He indicated that efforts are being made to organize reporting around the strategic plan. Mr. Edmund encouraged the board to contact Dr. Clarke with questions.

Dr. Clarke stated that summer session classes begin on May 20. He stated that numbers have increased in FTE and headcount. In regards to fall semester, Dr. Clarke stated that the college is significantly ahead of where we were at this point in 2014.

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Presidential Activities Report: Dr. Clarke presented the presidential activities report for the board's review. He corrected one entry regarding the May 11 transportation advisory meeting that he was unable to attend.

A motion was made by Mr. Randy Britt to enter into Closed Session in accordance with N.C.G.S. 143-318.11(a)(6) Personnel. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.

A motion was made to enter Regular Session. There was no further business and the meeting was adjourned.

Kathy P. Britt, Recording Secretary