

Minutes of the Board of Trustees
Southeastern Community College
May 20, 2019 @ 5:30 p.m., A Building, Hooks Boardroom

Present: Mr. Henry Edmund, Chair; Dr. Maudie Davis, Vice Chair; Ms. Theresa Blanks, Mr. Bobby Ezzell, Ms. Emma Shaw, Mr. Joe Hooks, Mr. Jack Hooks, Mr. Randy Britt, Mr. Terray Suggs

Absent: Representative Brenden Jones, Ms. Pickett Council, and Dr. Gary Lanier,

Others Present: Dr. Anthony Clarke, President; Dr. Michael Ayers, Vice President/Academic Affairs; Ms. Sylvia Cox, Vice President/Student Services; Mr. Dan Figler, Vice President/Administrative Services; Ms. Liz McLean, Marketing and Outreach Director; and Ms. Kathy Britt, Recording Secretary

Welcome: Mr. Edmund welcomed everyone to the meeting.

Introductions: There were no new employees to introduce; however, Vice President Figler advised that the college's recent 2017-2018 bi-annual state audit went well and no findings were reported. He stated that the college manages a \$24.1 million-dollar budget and that he would like to introduce to the board three of the seven Business Office employees. The employees were Lynn Lee, Debbie Edwards, and Donna Turbeville. Mr. Figler spoke highly of the group and advised that Donna Turbeville basically manages the financial systems and has done a phenomenal job. Ms. Turbeville has twenty years of experience, Ms. Edwards has ten years of experience, and Ms. Lee has eleven years of experience. The trustees commended the Business Office employees for their service to the college.

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 an agenda item, to please let him know and to refrain from any participation in the particular matter involved.

Voting Items:

Approval of Meeting Agenda – Mr. Edmund requested consideration by the Board to rearrange the order of items on the agenda due to the fact that several trustees need to leave early due to other obligations. He stated that voting items and information item 7 would be reviewed first, followed by a closed session, returning to regular session for the remainder of information items. **A motion was made by Mr. Randy Britt to approve the agenda as stated by the chairman. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

Approval of Minutes – Mr. Edmund requested approval of the March 18, 2019 regular meeting minutes. **A motion was made by Dr. Maudie Davis to approve the minutes of the March 18, 2019 meeting. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

Approval of Budget Transfers for March-April 2019 – Mr. Figler discussed the budget report and advised that spending is on target with 82% of operating budget being expended as of April 30. Mr. Figler advised that \$100,000 is being transferred into equipment; Building T is in good shape, no problems, and no additional funds were received from the state. **A motion was made by Mr. Bobby Ezzell to approve the Budget Transfers report for the period of March-April 2019. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Approval of 2019-2020 Holiday Leave Schedule – Dr. Clarke discussed the 2019-2020 proposed holiday schedule and advised that the schedule mirrors the state holidays. He updated the Board on changes that were incorporated during FY 2018-2019 in order to bring the college into compliance with the NC Community

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College State Board's rule that colleges should have 12 paid holidays. Dr. Clarke also explained that when the college is closed to the public there is a provision for employees to utilize leave if they so desire. There are days during the winter break that require employees to use 4 days of vacation. A question arose about whether the staff clearly understands the structure of the holiday leave policy. Dr. Clarke stated that employees have been informed during past employee meetings but he would make sure the policy is clearly communicated to employees during future meetings.

Independence Day-----Holiday -----Thursday, July 4, 2019

Labor Day -----Holiday -----Monday, September 2, 2019

Thanksgiving -----Holidays-----Thursday-Friday, November 28-29, 2019

Winter Break -----Vacation Days -----Friday-Monday, December 20-23, 2019
College will be closed. Staff will be required to take two vacation days. Christmas

Holidays -----Tues-Friday, December 24-27, 2019

Winter Break -----Vacation Days -----Monday-Tuesday, December 30-31, 2019
College will be closed. Staff will be required to take two vacation days. New Year's Day

Holiday-----Wednesday, January 1, 2020

Martin Luther King Jr.-----Holiday -----Monday, January 20, 2020

Good Friday-----Holiday -----Friday, April 10, 2020

Memorial Day-----Holiday -----Monday, May 25, 2020

A motion was made by Mr. Randy Britt to approve the proposed 2019-2020 Holiday Leave Schedule. Ms. Emma Shaw seconded the motion. Motion carried unanimously.

Approval of Proposed Change to Procedure 1.01.01 Operations of the Board – Meetings. Mr. Edmund discussed the current regular board meeting bi-monthly schedule on the third Monday at 5:30 p.m. This schedule conflicts with a current trustee's schedule wherein he is required to attend the bi-weekly meetings of the Board of County Commissioners. Mr. Edmund asked for input from fellow trustees and determined that moving the meeting to the second Monday will work with everyone's schedule. **A motion was made by Dr. Maudie Davis to approve Proposed Procedure 1.01.01, Operations of the Board and to reschedule regular bi-monthly meetings to the second Monday at 5:30 p.m. Mr. Jack Hooks seconded the motion. Motion carried unanimously.**

Approval of Changes to Student Code of Conduct Policies:

Approval to Eliminate Policy 4.06 Discipline and to Revise Procedure 4.05.01 – Dr. Clarke discussed the current Policy 4.06 and requested Board action to delete. The Discipline Procedure 4.06.01 will be revised

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and incorporated into Procedure 4.05.01 Student Code of Conduct. **A motion was made by Mr. Bobby Ezzell to delete Policy 4.06 – Discipline, and to incorporate stated procedures from 4.06.01 into proposed Procedure 4.05.01, Student Code of conduct. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Information Items:

Nominating Committee for Board Elections – Mr. Edmund discussed the need to make appointments to the 2019-2020 Nominating Committee. He asked the following trustees to serve: Ms. Theresa Blanks, Mr. Bobby Ezzell, Mr. Jack Hooks, and Ms. Emma Shaw. Mr. Edmund made a request for the committee to present the names of nominees at the July 8 meeting. Nominations will be accepted for Board officers, Executive Committee, Investment Committee, and the Clemmons Ward Committee.

Request to Enter Closed Session for a Personnel Matter and in accordance with N.C.G.S. 143-318.11(a)(6): A motion was made by Mr. Jack Hooks to enter Closed Session. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

A motion was made by Ms. Theresa Blanks to reenter Regular Session. Ms. Emma Shaw seconded the motion. Motion carried unanimously.

The following trustees were excused at 6:45 p.m. due to other meetings and/or obligations: Mr. Randy Britt, Mr. Bobby Ezzell, and Dr. Maudie Davis. Mr. Joe Hooks, Mr. Jack Hooks, and Mr. Henry Edmund were excused to attend the Board of County Commissioners meeting for a presentation by the Board Chair, Henry Edmund.

Present: Ms. Theresa Blanks, Ms. Emma Shaw, and Mr. Terray Suggs

Ms. Theresa Blanks, Secretary, chaired the remainder of the meeting.

Statement of Economic Interest / Ethics Training – Dr. Clarke acknowledged that the trustees are all up-to-date with Ethics Training and have all filed the annual Statement of Economic Interest form.

Personnel Update – Dr. Clarke reviewed the Personnel Update report and asked for questions/comments from the trustees. A question arose about where the college's organizational chart could be viewed. Dr. Clarke advised that it is located on the website.

Enrollment Update – Dr. Clarke provided a slide presentation on enrollment. He reviewed each slide and advised that Southeastern is ranked as the third fastest growing community college in the state from 2017-2019. He also discussed struggles faced at the prisons. Dr. Clarke indicated that a reorganization of positions at the prisons is being considered and a more in-depth discussion will be held during future strategic planning sessions with the Board of Trustees. Dr. Clarke moved through the slide presentation and advised that two positions in the Business Office have been combined into one position which will result in savings to the college.

Workforce / Continuing Education headcount is up 2.2% for spring 2019 as compared to spring 2018 and FTE is up 38% for the same time period. Basic Skills is up. High School equivalency curriculum headcount is down. Classes begin on June 3. For fall, headcount is ahead and flat on FTE.

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Facilities Update – Dr. Clarke provided a Facilities Update from the meeting held prior to the Board meeting. The M Building occupancy date is September 4 and the T Building occupancy date is September 10, 2019. The college will have a grand opening event in the future.

Dr. Clarke discussed an additional owner-initiated cost of \$65,000 for improvement of welding booths. It was determined that now is the time to improve welding capability which will allow for more plasma welding since the area is currently under construction. After the \$65,000 deduction, there will be approximately \$3,500 left in the contingency fund. When the construction phase is completed, the college will receive quotes to grind the concrete floors in the welding area and will eventually begin a cleanup process. Overall the M Building construction phase is going well.

Review of Fall 2018 Workforce Continuing Education Class Visitation Report - Ms. Nance discussed the Fall Semester 2018 Class Visitation Report that was included in the agenda packet. She stated that one hundred classes were offered in the County and visiting guidelines were met.

Results of SkillsUSA North Carolina Leadership and Skills Conference – Dr. Ayers presented a slide presentation on the SkillsUSA Conference recently attended. Southeastern had a large contingency of students in attendance, and Dr. Ayers highlighted student successes. He advised that SkillsUSA provides a great learning opportunity for students.

2019 Student Survey Results – Dr. Clarke provided a slide presentation on Student Survey results. He discussed areas with highest scores and advised that the area of lowest student satisfaction was Upswing Tutoring. He indicated that a strategy is being developed for improvement. Dr. Clarke also discussed e-cashier, disability, safety and security. The availability of college transfer classes scored low as well. Dr. Clarke stated that students want more sports such as basketball and soccer. He indicated that funding is a challenge because state funds cannot be used for athletics. Dr. Clarke highlighted that 90% of students would choose SCC if starting college again and 93% of students would recommend SCC to a friend or family member. Dr. Clarke concluded the presentation and advised that results also showed that campus appearance is an area that continues to improve.

Procedure 4.05 Student Code of Conduct – Dr. Clarke referenced Procedure 4.05 Student Code of Conduct and advised that the procedure was automatically taken care of when action was taken to revise Policy 4.05 earlier in the Board meeting.

2019-2020 Assurances for Perkins Funding – Dr. Clarke discussed the Assurances for Perkins funding document that was included in the agenda packet. The document is specific about how the funds will be utilized and requires acceptance signatures for the FY federal allotment under the Carl D. Perkins Career and Technical Education Act of 2006.

2019-2020 Strategic Planning Session – Dr. Clarke will be emailing the trustees soon to schedule a strategic planning session for 2020-2023. In the past the sessions have been held at Lake Waccamaw. Two suggested dates were Saturday, June 22 or June 29.

College Activities Report – A copy of the College Activities Report was included in the agenda packet for the Board's review. The report provides an overview of college activities for the period of March 19 through May 17, 2019.

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Presidential Activities Report – A copy of the President’s Activities Report was also included in the agenda packet for the Board’s review. The report provides an overview of the president’s activities for the period of March 19 through May 17, 2019. Dr. Clarke plans to publish an events schedule for next year’s graduation week activities.

Reminders – Dr. Clarke referenced the list of reminders included on the agenda and invited the trustees to attend any of the events.

There was no further business and the meeting was adjourned at 7:20 p.m.

Kathy P. Britt, Recording Secretary

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