

Minutes of the Board of Trustees
Southeastern Community College
May 21, 2018 @ 5:30 p.m., A Building, Hooks Boardroom

Present: Mr. Henry Edmund, Chair; Dr. Maudie Davis, Vice Chair; Ms. Theresa Blanks, Secretary; Mr. Robert Ezzell, Mr. Mark Cartret, Mr. Jack Hooks, Ms. Emma Shaw, Mr. Randy Britt, Mr. Joe Hooks, Mr. Harry Foley

Absent: Mr. Brenden Jones and Mr. Terray Suggs

Others Present: Dr. Anthony Clarke, President; Mr. Dan Figler, VP/Administrative Services; Ms. Sylvia Cox, VP/Student Services; Ms. Beverlee Nance, VP/Community and Workforce Development; Mr. Michael Ayers, VP/Academic Affairs; Ms. Liz McLean, Marketing and Outreach Director; Mr. Marcus Gallagher, Faculty Senate President; Ms. Gail Auten, Nursing Instructor, and Ms. Kathy Britt, Recording Secretary

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

Personnel Introductions: Dr. Clarke introduced the following new employees: Detra Edwards, Nursing Instructor, and George McLaurin, Computer Repair Instructor/ Columbus Correctional Institution. On behalf of the Board of Trustees, Mr. Edmund welcomed Ms. Edwards and Mr. McLaurin to the college and called on them for comments. They expressed appreciation for the opportunity to work with the faculty and staff, and for the opportunity to educate students. Mr. McLaurin indicated that he loves working with the inmates at Columbus Correctional and enjoys hearing their testimonials.

Dr. Clarke introduced Mr. Michael Ayers, Vice President/Academic Affairs. Mr. Ayers was hired effective January 22, 2018 and was unable to attend the March meeting due to an out-of-town meeting. Mr. Ayers appreciates the opportunities and challenges to advocate for faculty as well as being able to help Dr. Clarke. He stated that he believes in the power of community colleges and how they can make the lives of citizens better. Mr. Ayers is happy to be a part of Southeastern Community College and lives in the Tabor City area.

Dr. Clarke introduced Mr. David Roberts, Director of Strategy Planning and Effectiveness. Prior to this position, Mr. Roberts was the Early College Liaison. Dr. Clarke looks forward to working with Mr. Roberts in this new role.

Dr. Clarke introduced the newly appointed Faculty Senate President, Mr. Marcus Gallagher. Mr. Gallagher lives at Lake Waccamaw.

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 Item:

Dr. Clarke requested approval to add an additional voting item to the agenda, Political Activities Request, submitted by an employee. Mr. Edmund called for a motion to approve. **A motion was made by Mr. Bobby Ezzell to add a political activities request submitted by Anna Richardson, to the May 21 agenda. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

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Information Items:

SkillsUSA North Carolina Leadership & Skills Conference: Mr. Ayers called on the SkillsUSA Advisor, Ms. Sheila Harris, to bring in the SkillsUSA student competitors and to give a brief update to the Board. Ms. Harris provided background information on each category, and each student introduced themselves and told where they ranked in the competitions. The students in attendance were Madison Batten, Courtney Cox, Zelda Avins, Cynthia Lundy, and Dexter Cartrette. Ms. Harris stated that other students placed in the competitions, but were not present for the Board of Trustees meeting. It was stated that seven programs competed and more than 350 students participated in the SCC SkillsUSA chapter.

Dr. Clarke commended Ms. Harris on the great job she does each year to lead the college in the Skills competition and stated that it is a year-round effort to prepare the students.

Phi Beta Lambda Leadership Conference: Ms. Sylvia Cox, VP/Student Services, called on the Phi Beta Lambda Advisor, Erik Boone to discuss the Leadership Conference. Mr. Boone introduced himself and his relationship to the Phi Beta Lambda organization. Mr. Boone gave background information on the organization at Southeastern and how it enables students to develop leadership skills to compete. Two students placed, one in Cybersecurity and one in Computer Concepts. The nationals will be held in Baltimore, MD, and these two students will participate in the categories of Programming Concepts and Network Concepts. Approximately 4,000 students will participate in the nationals. Mr. Boone spoke about club activities and funds raised through movie night concessions as well as the successful food drive held in February with Food Lion. The club was awarded \$1,000 from Food Lion due to earning first place in the Eastern region.

Dr. Clarke expressed appreciation to Mr. Boone for his leadership to the Phi Beta Lambda students.

Approval of Minutes: Mr. Edmund asked for a motion on the approval of the regular session minutes of March 19 and special session minutes of April 3, 2018. **A motion was made by Mr. Joe Hooks to approve the regular session minutes of March 19 and the special session minutes of April 3, 2018. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Approval of Budget Transfers for March-April 2018: Dr. Clarke called on the Vice President/Administrative Services, Mr. Dan Figler, to present the budget transfers information. Mr. Figler advised that the college is ten months into the fiscal year and is on track for state funding. He gave an update on the paving project and stated that the paving on M and R lots will be completed soon, prior to when the county closes its books for FY2017-2018. **A motion was made by Mr. Randy Britt to approve the Budget Transfers report for March-April, 2018. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

Approval of Specific Fees for Workforce Continuing Education Classes: Ms. Beverlee Nance, VP/Workforce and Community Development, discussed the Specific Fees list included in the agenda packet. The document contained new student fees for the SCC Manufacturing Technician and Community Service Self-Supporting Classes. **A motion was made by Mr. Jack Hooks to approve the Specific Fees for Workforce Continuing Education classes as presented. Mr. Mark Cartret seconded the motion. Motion carried unanimously.**

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Approval of changes to Policy 5.36 Salary Determination and Policy 5.37 Salary Increases: Dr. Clarke updated the Board on the new proposed Faculty/Staff Salary Plan. Several faculty and staff information sessions were held regarding the new policies, and some concerns were stated.

Dr. Clarke requested approval to consolidate Faculty Salary Plan and Staff Salary Plan into proposed Policy 5.36, Employee Salaries, with subheadings Procedure 5.36.01 – Faculty Salary Plan and Procedure 5.36.02, Staff Salary Plan. This would allow for Policy 5.37 to remain open for future use.

Dr. Clarke indicated that a lot of feedback has been received with faculty being the most concerned. He discussed the fact that the faculty will be moving from a 9.25/month contract to a 9.50/month contract without a pay change. The additional 5 days are not defined yet, and Dr. Clarke has received pushback from faculty. This is the area where most concern has been stated. Dr. Clarke feels that this change is right for the college.

Dr. Clarke discussed the results of Carolina HR findings and how the company studied external and internal equity as it relates to college employees and salaries. There was an overall difference of approximately \$30,000 needed to bring the employees' salaries up to an equitable standard as established by Carolina HR. Dr. Clarke stated that the college is intentional about salaries during its hiring process and that the overall difference was one of the lowest that Carolina HR has seen, and that he was pleased with the overall process as well as the expertise of the Carolina HR consultants. A question arose about cost of the salary study and whether the study could have been done in-house. Dr. Clarke felt that it was money well-spent in an effort to insure that faculty and staff are being paid in an equitable manner and that the consultants' expertise could not be duplicated in-house.

A motion was made by Mr. Bobby Ezzell to approve the consolidation of Faculty Salary Plan and Staff Salary Plan into proposed Policy 5.36, Employee Salaries, with subheadings Procedure 5.36.01 – Faculty Salary Plan and Procedure 5.36.02, Staff Salary Plan, leaving Proposed Policy 5.37 open for future use. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

Approval of 2018-2019 Holiday Leave Schedule: Dr. Clarke updated the Board on the completion of an audit of holidays given to community college employees. Based upon the audit results, the State Board of Community Colleges was asked to issue a rule that would limit community college holidays to 12 paid holidays for staff. During the April 2018 State Board meeting, a rule was issued which limits community colleges to 12 paid holidays per fiscal year, July 1 – June 30. At the President's Cabinet meeting on April 25, the following holiday schedule was recommended, reducing the number for Southeastern from 15 to 12 paid holidays and effective for fiscal year 2018-2019:

July 4, 2018	Independence Day
September 3, 2018	Labor Day
November 22, 2018	Thanksgiving Day
November 23, 2018	Day after Thanksgiving
December 24, 2018	Christmas Eve
December 25, 2018	Christmas Day
December 26, 2018	Day after Christmas
December 31, 2018	New Year's Eve
January 1, 2019	New Year's Day

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January 21, 2019 Dr. Martin Luther King, Jr., Day
April 19, 2019 Good Friday
May 27, 2019 Memorial Day

Dr. Clarke discussed a plan that would allow for employees to utilize vacation days as desired during the Christmas holidays and for the Monday after Easter.

A motion was made by Mr. Randy Britt to approve the fiscal year 2018-2019 Holiday Leave Schedule as presented. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.

Information Items:

Nominating Committee for Board Elections: Mr. Edmund discussed the need to appoint a nominating committee for FY 2018-2019. He asked the following trustees to serve, Mr. Bobby Ezzell, Mr. Jack Hooks, Ms. Emma Shaw, and Mr. Randy Britt. Mr. Edmund made a request for the committee to present the names of nominees at the July 16 meeting.

Personnel Update: Dr. Clarke reviewed the Personnel Update Report. A copy of the report was included in the agenda packet as well as the Position Status Report. There were two contract non-renewals included in the report.

Enrollment Update: Dr. Clarke did a power point presentation on enrollment. He was happy to share that the college increased FTE from 1199 (last year) to 1264, and due to that, the college will be taken off the 2-year state average for FTE funding. Dr. Clarke commended the vice presidents for their work on the FTE increase. He spoke briefly about teaching challenges that occur within a correctional institution environment.

Dr. Clarke showed FTE comparisons for surrounding colleges, Bladen, Brunswick, Cape Fear, and Robeson. He also compared peer groups, Edgecombe, James Sprunt, Richmond, and Sampson Community Colleges. Southeastern's curriculum and overall enrollment compared favorably within these groups.

Dr. Clarke concluded the presentation and spoke about the positive year that Southeastern experienced in fiscal year 2017-2018, and he expressed appreciation to the Board for its leadership in attaining the positive enrollment results.

Facilities Update: Dr. Clarke summarized the results of the Facilities Committee meeting that was held prior to the Board meeting. The Committee spoke with Boomerang representative, Angie Crawford Easterday and discussed dates for bid advertising. Due to the upcoming Memorial Day holiday weekend, it was determined that advertising should be postponed until Sunday, June 3 with a bid receipt date of June 26. This will delay the start of construction until the first week in August, and some of the time lost may be able to be made up during the construction phase, keeping the project on schedule. Ms. Easterday was of the opinion that a broader base of construction companies would be reached if the advertising was postponed until June 3. The Wilmington Construction market is saturated with projects, as well as other larger areas, making it difficult to find reputable and competitive construction companies to bid projects. According to Ms. Easterday, at least 3 bids must be received; if three are not received, the invitation to bid will be re-advertised allowing 7 days for receipt of bids. At

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this point, the sealed bids will be opened and a selection made. The college has the right to reject any and all bids.

Columbus County Industry Group Update: Dr. Clarke updated the Board on meetings held with the Columbus County Industry Group. He stated that the meetings accomplish a two-fold purpose: the employers get together to do training, and the second purpose is to get companies to say what they need. A number of strong pathways with the high schools have been established, allowing for students to graduate from high school and to go directly to work or pursue an associate's degree. Dr. Clarke's slides showed a listing of Columbus County employers involved in the group.

For Career College Promise, tuition is free for continuing education/workforce classes beginning this fall, 2018. This is the first pathway that allows high school students to pursue technical skills through CE/Workforce training for free. Ms. Nance discussed slide information and stated that it requires 166 hours of instruction for credit.

Dr. Clarke called on Ms. Sylvia Cox to discuss the Curriculum pathways. He stated that the next pathways focused on free college classes leading to an Associate's degree in Mechatronics Engineering Technology. Dr. Clarke was confident that the Curriculum pathway's design would compete with any other college in the state.

Procedure 5.26.1 Faculty Salary Plan: Dr. Clarke stated that the Faculty Salary Plan Policy was approved by the Board and that this is a procedure. Dr. Clarke did a power point presentation and discussed key changes: The college will move from 9.25 months to 9.50 months for faculty contracts. An hourly wage will be paid for all overload and summer teaching. Most faculty will have a higher wage than currently paid, and seventy percent will see an increase in pay for summer teaching. In regards to training days, if training cannot be done during the semester, he stated that the college can add up to 5 days within the new contract.

Procedure 5.26.2 Staff Salary Plan: Dr. Clarke discussed the Staff Salary Plan Policy and highlighted changes.

Assurances for 2018-2019 Perkins Funding: A copy of the Perkins Funding Assurances form was included in the agenda packet. Dr. Clarke explained that the information is being presented to the trustees in order to make them aware that the Perkins money is being used appropriately.

Political Activities Notification: Dr. Clarke received a request from a faculty member, Anna Richardson, asking him to inform the Board of her intentions to run for a political office. Dr. Clarke shared the request with the trustees and updated them on the protocol, as required by Policy 5.05 – Political Activities. The policy states that the Board of Trustees must be notified, through the president, of the employee's intentions to run for a public office and certify that they will not campaign or otherwise engage in political activities during regular work hours, or involve the college in political activities. (See documentation included in agenda packet). Ms. Richardson is an English instructor.

Strategic Planning Session 2018-2019: Mr. Henry Edmund scheduled Saturday, June 30 from 9:00-12:00 Noon for a Strategic Planning Session with the Board of Trustees. The meeting will be held at the Lake

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Waccamaw Presbyterian Church, Lake Waccamaw. Breakfast items will be available at 8:00 a.m. Mr. Edmund encouraged the trustees to attend the session.

College Activities Report: Dr. Clarke reference the College Activities Report that was included in the agenda packet. He asked for questions and/or comments.

Presidential Activities Report: Dr. Clarke reviewed the Presidential Activities Report that was included in the agenda packet. He asked for questions and/or comments.

Dr. Clarke received a question in regards to feedback from the County Commissioners about the college's budget request. Dr. Clarke has not received any information on the request. He was pleased with the positive editorial in the News Reporter after the Commissioners meeting. Dr. Clarke also commented on the nice representation of about 30 SCC employees at the meeting.

Mr. Edmund encouraged the trustees to participate in college events, specifically the Southern Supper, that is scheduled for Saturday, June 2 at 5:30 p.m. Tickets are \$50 and Chef Sarah Gore will do the catering. There was no further business, and **a motion was made by Mr. Randy Britt to enter Closed Session in accordance with N.C.143-318.11(a)(6) Personnel. Mr. Harry Foley seconded the motion. Motion carried unanimously.**

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

A motion was made by Mr. Jack Hooks to adjourn at 8:30 p.m. Mr. Harry Foley seconded the motion. Motion carried unanimously.

Kathy P. Britt

Recording Secretary

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