

**Minutes of the Executive Committee**  
**Southeastern Community College Board of Trustees**  
**June 24, 2016**  
**9:00 a.m.**

**Present:** Mr. Henry Edmund, Chair, Mr. Harry Foley, Mr. Joe Hooks (by phone), Dr. Maudie Davis (by phone)

**Absent:** Mr. Jack Hooks, Mr. Charlie Lytle, and Dr. Anthony Clarke

**Others:** Ms. Betty Jo Ramsey, VP/Administrative Services, and Kathy Britt, Recording Secretary

Mr. Henry Edmund welcomed everyone to the meeting and reminded the trustees of ethics awareness and conflict of interest as business was considered. He expressed appreciation to the executive committee for its willingness to attend.

The purpose of the meeting was to consider the approval of a consulting engineer for the college's circular drive and drainage project.

Mr. Edmund provided historical information on the project and advised that during a meeting on April 12, 2016, action was taken to approve Draper Ayden and Associates as Consulting Engineer for Design and Construction Management.

Mr. Edmund asked Ms. Ramsey to address the matter. She stated that after receipt of the bid from Draper Ayden, she consulted with a representative from the NC Department of Transportation and state construction. The interviews with Draper were good; however, the cost is rather high. After a comparison of the bids, and review by NC Department of Transportation and State Construction, the recommendation from Dr. Clarke and Ms. Ramsey is to accept the bid of \$19,300 from Vaughn and Melton for Design and Construction Management for the college's circular drive and drainage project.

**After further discussion, a motion was made by Mr. Harry Foley to rescind action taken on April 12 to approve Draper Ayden and Associates due to the bid amount. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

Ms. Ramsey stated that typically the designer is voted on first and then a fee is negotiated. At the time of the April 12 action, the bid amount was unknown.

**A motion was made by Mr. Joe Hooks to accept Vaughn and Melton, at a cost of \$19,300, as the Consulting Engineer for Design and Construction Management for the college's circular drive and drainage project. Dr. Maudie Davis seconded the motion. Motion carried unanimously.**

**There was no further business and a motion was made by Mr. Harry Foley to adjourn the meeting. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

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Kathy P. Britt,  
Recording Secretary

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