

Minutes of the SCC Board of Trustees  
July 15, 2014 @ 5:30 p.m., Hooks Boardroom

**Present:** Mr. Randy Britt, Mr. Henry Edmund, Mr. Harry Foley, Mr. Robert Ezzell, Judge Jack Hooks, Ms. Doris Dees, Dr. Maudie Davis, Mr. Joey Ray, Mr. Joe Hooks, Mr. Charles Lytle, Mr. Mark Cartret, and Sarah Barnhart, Student Trustee and SGA President

**Absent:** Mr. Terray Suggs and Ms. Theresa Blanks

**Others Present:** President, Dr. Kathy Matlock, Vice President of Workforce and Community Development Beverlee Nance, Vice President of Administrative Services Betty Jo Ramsey, Acting Vice President of Academic Affairs Lauren Cole, Human Resources Administrator Bill Maultsby, Marketing Director Liz McLean, and Recording Secretary Kathy Britt

**Welcome:** Chairman Britt welcomed newly appointed trustee, Mr. Mark Cartret.

He stated that it was a special night for the board to honor former trustee Doris Dees. Chairman Britt read the resolution honoring Ms. Dees for her service to the college:

**WHEREAS, Doris Dees** has served as a member of the Board of Trustees of Southeastern Community College from 1997 to 2014;

**WHEREAS, Doris Dees** provided strong leadership for the college in fulfilling its mission of offering accessible educational, cultural, and social opportunities to area citizens;

**WHEREAS, Doris Dees** through her advocacy and faithful participation supported academic integrity, excellence in educational offerings, and cultural enrichment at Southeastern Community College;

**WHEREAS, Doris Dees** in her interactions with faculty, staff, and students, demonstrated a keen interest in what each was doing to make Southeastern Community College a strong institution;

**WHEREAS, Doris Dees** through her service to Southeastern Community College, provided educational experiences for countless numbers of students and improved the quality of life for many people;

**WHEREAS, Doris Dees** through her volunteer spirit and servant heart has been a model of exemplary trusteeship for the college and community;

**THEREFORE, be it resolved that this tribute to Doris Dees** for her devoted service to Southeastern Community College be presented and recorded in the minutes of the Board of Trustees meeting on July 15, 2014.

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**Oath of Office:**

Deputy Clerk Amy Nance administered the Oath of Office to reappointed board members Henry Edmund, Harry Foley, and newly appointed board member Mark Cartret. Mr. Edmund is appointed by the Columbus County Board of Education, Mr. Foley is appointed by the Columbus County Board of Commissioners, and Mr. Cartret is appointed by the Governor's office.

**Introduction of New Personnel:**

Mr. Britt called on Vice President Lauren Cole to introduce Mr. Brad Tyler, Academic Skills Lab Coordinator. Ms. Cole stated that Mr. Tyler served as interim director prior to assuming the full time position. Dr. Matlock advised that she is happy to have Mr. Tyler in the position and also stated that he is teaching a psychology class this summer.

Vice President Beverlee Nance introduced Ms. Latisha Corpening and Mr. Michael Lovin as Workforce Specialists in the JobLink area. She stated that both employees work primarily with the youth program. Dr. Matlock stated that she is delighted to have them at Southeastern.

**Ethics Statement:**

Mr. Britt 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. Britt called for action on the Special and Regular Session minutes for March 25 and May 20, 2014. **A motion was made by Mr. Joey Ray to approve the March 25 and May 20, 2014 minutes. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

**Board Evaluation** – Board self-evaluations are a component of the SACS reaccreditation process. Mr. Britt advised that 8 trustees participated in the evaluation. The evaluations consisted of 2 segments, an individual evaluation as a trustee and a whole board evaluation. The scores were 4.53 individual; 4.62 whole board and an overall average of 4.57. Mr. Britt invited the trustees to contact him if anyone was interested in seeing the evaluation forms. He stated that there are areas that need improvement and the board needs to look at those areas.

Report of Nominating Committee/Election of Officers:

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Mr. Britt called on Joey Ray to present the Nominating Committee's report. The nominating committee consisted of Joey Ray, Chair, Bobby Ezzell, Mr. Joe Hooks, and Ms. Theresa Blanks. The slate of nominees from the committee are listed below:

Board Officers (*Nominated*)

Spruell R. Britt, Chair  
Dr. Maudie Davis, Vice Chair  
Henry Edmund, Secretary  
Theresa Blanks, Clemmons Representative

Investment Committee (*Nominated*)

Robert L. Ezzell  
Joe Hooks,  
Harry Foley  
Henry Edmund

Executive Committee (*Nominated*)

Spruell R. Britt  
Dr. Maudie Davis  
Jack Hooks  
Terray Suggs  
Charlie Lytle

Discussion was held about nominations for the board officers and executive committee. It was stated that Southeastern Community College is experiencing many changes including the anticipation of a new president coming aboard in the near future. In keeping with the changes and to promote community good will, the general consensus was that the timing to elect a new slate of officers is appropriate.

**For the position of Board of Trustees Chair:**

Joey Ray nominated Randy Britt  
Harry Foley nominated Henry Edmund.  
Charlie Lytle nominated Jack Hooks (Mr. Jack Hooks respectfully declined the nomination.)

Discussion continued on the appropriate means to vote. Mr. Randy Britt indicated that he was comfortable for the board to vote by a show of hands. After further discussion, the following action was taken: **A motion was made by Mr. Jack Hooks to vote by secret ballot. Mr. Joe Hooks seconded the motion. Motion carried.** Mr. Joey Ray and Vice President Betty Jo Ramsey were asked to count the votes. Ms. Ramsey declined, and Ms. Kathy Britt was asked to

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assist Mr. Ray. The votes were tallied. **Mr. Henry Edmund was declared Chair with a total of 8 votes.**

Various board members expressed appreciation to Mr. Randy Britt for the service he provided during his tenure as chair

**For the position of Vice Chair:**

**Dr. Maudie Davis**

**For the position of Secretary and Clemmons Representative:**

**Ms. Theresa Blanks**

Discussion held regarding Executive Committee. It was stated that members of the executive committee should be active members who attend the board of trustees meetings on a regular basis. This would enable them to be better informed in the handling of emergency situations. With that being said, and the election of a new board chair, the executive committee slate was amended as follows:

**Executive Committee**

**Mr. Henry Edmund, Chair**

**Dr. Maudie Davis, Vice Chair**

**Jack Hooks**

**Joe Hooks**

**Charlie Lytle**

**The Investment Committee saw no changes to the nominations:**

**Investment Committee**

**Robert L. Ezzell**

**Joe Hooks**

**Harry Foley**

**Henry Edmund**

**A motion was made by Mr. Jack Hooks to accept the amended slate of officers as stated above for the Board of Trustees, Executive Committee, and Investment Committee. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

**Approval of Budget Transfers Report** – Ms. Ramsey presented the Budget Transfers report. She stated that it was straight-forward and shows one new allocation for National Spinning, Customized Training Project. **A motion was made by Mr. Harry Foley to approve the**

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**budget transfers report as presented. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

**Approval of Bookstore Markup** – Ms. Ramsey presented bookstore income and expenses for 2013-2014. She requested the markup to stay at 20%, the same as last year and previous years. Ms. Ramsey discussed the decrease in net sales, cost of goods sold decrease, net income increase, purchase of remaining display units for the sales floor, and amount of \$121,758 paid for cost of Nesmith renovation with balance due at closeout of \$10,674. A statement of Income and Expenses for the bookstore was attached.

After discussion by the board, **a motion was made by Mr. Randy Britt to approve the continuation of a 20% markup on new textbooks for the 2014-2015 fiscal year. Mr. Joey Ray seconded the motion. Motion carried unanimously.**

**Approval to Restrict Outsourcing of Catering for College Events** – Ms. Ramsey advised that the Rams Café located in the Nesmith Center is run by an outside catering company who has been operating the café since the student center reopened. She stated that the company is doing a good job, and she recommends the college continue with their services.

Ms. Ramsey further advised that in order to continue the relationship, the college would like to give them an opportunity to increase their revenues, and therefore requests that the board approve restricting the use of outside vendors, other than the Rams Café, for any college events that requires catering unless expressly approved by the division vice president and the president. **A motion was made by Mr. Joe Hooks to approve request to restrict the use of outside vendors, other than Rams Café, for any college events that require catering unless expressly approved by the division vice president and the president. Sporting events and clubs would be excluded from restriction. Mr. Charles Lytle seconded the motion. Motion carried unanimously.**

**Approval of Curriculum, Live project, Patron, and Specific Fees** – Ms. Cole provided a Specific Fees List for Curriculum. She advised that child development center tuition for 2014-2015 will be \$115 per week and a one-time registration fee of \$30 will be charged upon admission to the program. Ms. Cole reviewed salon and spa services with menu of services and costs associated with each item. She asked for approval of the rates for the child development center and salon spa services effective August 1, 2014. **A motion was made by Bobby Ezzell to approve SCC Specific Fees List for Curriculum. Mr. Jack Hooks seconded the motion. Motion carried unanimously.**

**Consent Items:**

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Personnel Approvals – Dr. Matlock presented the personnel approvals report for consideration by the board. Discussion held regarding resignations/terminations and reduction in force.

**A motion was made by Mr. Harry Foley to accept the personnel approvals report as presented. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

**Presidential Activities Report:**

- Dr. Matlock presented the presidential activities report for review.
- **SGA Report** - She called on SGA president Sarah Barnhart to report on student government activities since the May board of trustees meeting. Dr. Matlock informed the board that Ms. Barnhart spoke in the capacity of SGA president during the Orcutt Bookstore dedication and did a nice job.
- **Civil Rights Compliance** – Dr. Matlock shared the findings of the Civil Rights Compliance check. She indicated that there are some physical plant changes that have to be made, but nothing was found wrong with the policies and procedures that the college has in place. Dr. Matlock stated that the college has to submit an action plan by August 15. She stated that the college needs to add an additional 14 accessible parking spaces. The college will have submitted its action plan prior to the September board meeting. A couple of the trustees inquired about costs and how well the new buildings fared during the review. There were no further questions.

**Notification of Extra Employment Requests** – Dr. Matlock presented the Extra Employment Report for the following people:

|                   |                                      |
|-------------------|--------------------------------------|
| Emily Worley Cook | Burning Lake Boutique                |
| Jonathan Hester   | Wellness Product Store               |
| James Hutcherson  | Wesleyan College, Instructor/Bio 102 |
| Deanna Inman      | Wellness Product Store               |

A trustee inquired about Dr. Hutcherson's duties with NC Wesleyan. Dr. Hutcherson will teach through the summer.

**Budget Update, State and County** – Ms. Ramsey advised that 99.41% of the budget has been expended. Property insurance increased 15% because of location within the coastal area. Ms. Ramsey stated that she will check on state insurance. It is a very comprehensive package and includes property insurance. Various trustees commented and Ms. Ramsey, in conjunction with Trustee Bobby Ezzell, were asked investigate what other colleges are doing. Dr. Matlock suggested that Ms. Ramsey send an inquiry to the list serve.

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State Budget Update – Ms. Ramsey advised that as of July 15, the General Assembly has not passed any amendments to the biennium budget for fiscal years 2014 and 2015. Discussions with both the House and Senate conferees suggest that the \$.50 per credit hour tuition increase will likely be included in the final budget. She stated that Southeastern is in a Tier 1 category.

Ms. Ramsey further advised that the finance committee voted on July 11 to set curriculum tuition charged to students for the 2014-2015 academic year at \$72 per credit hour for NC residents and \$264/credit hour for non-residents which reflects the .50 per credit hour increase to allow colleges to bill at this rate. However, if this is not included in the final budget then refunds will be necessary. There is no change in continuing education registration fees.

Included in the agenda packet documentation was a budget tracking sheet for fiscal year 2014-2015 as prepared and provided by Jennifer Haygood, Executive Vice President for Operations and CFO. The tracking sheet compares the community college system office priorities for expansion with the budgets proposed by the Governor, Senate and the House. Also attached was a projected budget sheet that shows the impacts that the Senate and House proposal would have on Southeastern.

**Construction Projects Update** – Ms. Ramsey presented the Construction Project Status Report:

Applied Technologies Building – NCCCS #1748-Advanced Planning (No new activity)

D Building Teaching Auditorium Renovation (NCCCS #1937) – The State Construction Office is currently reviewing the general construction contract generated between Graka Construction and the college. This should be finalized in the near future. After approval, a pre-construction meeting will be held with contractors, designers, and the SCO monitor. At this meeting, a Notice to Proceed with the construction date will be determined. The contractors have 4 months to complete their work.

Ms. Ramsey last reported that several items deemed critical to this project had to be eliminated in order to meet the project budget. One important item that was removed was the alternate bid of \$19,000 for the replacement of the front entrance doors. In addition to the \$69,000 allocated from this past year's county capital, Ms. Ramsey thought it appropriate to utilize \$19,000 of the current county capital for the replacement of the front entrance doors.

One trustee inquired about whether the renovation will accommodate the new accessibility standards. The response was yes it will accommodate new accessibility standards.

**Live Project, Patron Fee, and Technology Fee Report** – Ms. Ramsey presented the Live Project, Patron Fee, and Technology Fee report for the time period of January 1 to June 30, 2014.

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The report shows beginning balance for live projects, patron fees, technology fees, and childcare center with receipts, expenses, and ending balance.

**Continuing Education Internal Audit Class Visitation** – Ms. Beverlee Nance discussed the Class Visitation Internal Audit Plan for Continuing Education Division Fall Semester 2013 and Spring Semester 2014. She asked for questions from the trustees.

**Continuing Education 2014 Spring Enrollment Report** - Ms. Beverlee Nance discussed the Continuing Education Comparative FTE (Annualized) Report that was included in the agenda packet. The report shows a decrease of 82 FTE. Ms. Nance discussed the impact on FTE due to unexpected retirements, health issues experienced by instructors, and inability to fill positions quickly. She stated that they are looking at ways to improve the situation. Ms. Nance asked for questions from the trustees regarding the report.

**Curriculum 2014 Spring Enrollment Report** – Ms. Cole presented the Curriculum 2014 Spring Enrollment report showing a 18.5% decline in FTE. She stated that they are looking at ways to increase enrollment. Ms. Cole was pleased to state that Whiteville City Schools has met here two times recently.

Dr. Matlock discussed reminders:

- 2014-2015 Board meeting dates
- August 11, 2014 – Convocation
- September 3-5, 2014 – NCACCT Leadership Seminar, Charlotte Marriott City Center
- October 22-25, 2014 – ACCT Leadership Congress, Chicago, IL
- Orientation for newly appointed and reappointed trustees

**Request to Enter Closed Session - A motion was made by Mr. Jack Hooks to enter into Closed Session for the purpose of personnel reasons. Mr. Charles Lytle seconded the motion. Motion carried unanimously.**

**A motion was made by Mr. Harry Foley to reconvene in Regular Session. Mr. Charles Lytle seconded the motion. Motion carried unanimously.**

**A motion was made by Mr. Harry Foley to adjourn at 7:55 p.m. Mr. Charles Lytle seconded the motion. Motion carried unanimously.**

**Respectfully submitted,**

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**Kathy P. Britt, Recording Secretary**

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