

Minutes of the Board of Trustees  
Southeastern Community College  
July 16, 2018 @ 5:30 p.m., A Building, Hooks Boardroom

**Present:** Mr. Henry Edmund, Chair; Dr. Maudie Davis, Vice Chair; Mr. Jack Hooks, Ms. Emma Shaw, Mr. Randy Britt, Mr. Joe Hooks, Ms. Pickett Council

**Absent:** Mr. Brenden Jones, Ms. Theresa Blanks, Mr. Robert Ezzell, Mr. Mark Cartret 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; and Ms. Kathy Britt, Recording Secretary

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

**Oath of Office:**

Clerk of Superior Court Jess Hill administered the Oath of Office to reappointed board member Mr. Henry Edmund and newly appointed board member, Ms. Pickett Council. Mr. Edmund is appointed by the Columbus County Board of Education, and Ms. Council is appointed by the Columbus County Board of Commissioners. Their terms will expire on June 30, 2022. Ms. Council fills the seat previously held by Mr. Harry Foley.

**Personnel Introductions:** Dr. Clarke introduced the following new employees: Anna Johnson, HRD Instructor/Columbus Correctional Institution and Crystal Watts, HRD Instructor/Tabor Correctional Institution; Ms. Danaysia Powel/Columbus Career & College Academy/Early College Liaison, was unable to attend the meeting.

**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.

**Agenda Request** - Dr. Clarke asked for an agenda item to be added, Approval of Graka Builders, Inc., as the recommended contractor by the Facilities Committee for construction projects recently bid.

**Approval of Meeting Agenda – A motion was made by Mr. Randy Britt to approve the July 16 Board of Trustees meeting agenda with the addition of an item, Approval of Graka Builders, Inc., as the contractor for construction projects rebid on July 12, 2018. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

**Approval of Minutes:**

**A motion was made by Mr. Joe Hooks to approve the May 21, 2018 regular and closed session minutes. Dr. Maudie Davis seconded the motion. Motion carried unanimously.**

**Report of Nominating Committee / Election of Officers:**

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Mr. Edmund opened the floor for nominations and discussion. There were none, and **a motion was made by Ms. Pickett Council to close the nominations and to keep the current officers. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

**Board Officers (1-year term):**

Henry Edmund, Chair  
Dr. Maudie Davis, Vice Chair  
Ms. Theresa Blanks, Secretary

Mr. Edmund expressed appreciation for the affirmation to retain the current officers.

Mr. Jack Hooks discussed the composition of the Executive Committee and advised that Mr. Harry Foley and Mr. Charlie Hilton are no longer serving. **After discussion a motion was made by Mr. Jack Hooks, seconded by Mr. Joe Hooks and approved by unanimous vote to appoint the following:**

**Executive Committee (1-year term):**

Henry Edmund, Chair  
Dr. Maudie Davis, Vice Chair  
Mr. Jack Hooks  
Mr. Joe Hooks  
Mr. Randy Britt  
Ms. Emma Shaw

**Investment Committee:**

Henry Edmund  
Robert Ezzell  
Joe Hooks  
Terray Suggs

**Clemmons Ward Committee:**

Board Member - Theresa Blanks  
Service Area Representative/Dream Center – Carol Caldwell  
Service Area Representative/BB&T – Evan Gore  
Service Area Representation - Shawn Maynard

**Approval of Bookstore mark-up in accordance with Policy 6.11 Use of profits from Bookstore Operations:** Mr. Figler discussed the restatement of Bookstore Income and Expenses document that was included in the agenda packet and requested approval of a 15% markup on new textbooks for the 2018-2019 fiscal year. He indicated that Columbus County schools will continue with the 10% markup for textbooks for students in CCP. Mr. Figler also stated that the college will conduct a semi-annual inventory (during Fall Break) of all contents in the Orcutt Bookstore for comparison purposes and for preparing a mid-year Net Income / Loss statement. **A motion was made by Mr. Randy Britt to approve the 15% bookstore markup**

**for new textbooks in accordance with Policy 6.11, Use of Profits from Bookstore Operations. Ms. Emma Shaw seconded the motion. Motion carried unanimously.**

**Approval of President's Discretionary Funds from Vending Profits in accordance with Policy 6.10 Use of profits from Vending Machines and Other Convenience Concessions:**

Dr. Clarke requested approval to transfer \$3,000 from vending commission to the President's Discretionary fund for the 2018-2019 fiscal year and also requested the use of \$2,000 from vending commission to fund employee events for the 2018-2019 fiscal year. This transfer request is \$1,000 less than FY 2017-2018. **A motion was made by Mr. Joe Hooks to transfer \$5,000 from Vending to the President's Discretionary Funds to cover various expenditures, including \$2,000 for employee events. Mr. Jack Hooks seconded the motion. Motion carried unanimously.**

**Approval of Blanket Authorization for President's Routine Travel:** Dr. Clarke requested approval of a 4,000 mile, in-state, blanket travel request for FY 2018-2019. **A motion was made by Mr. Jack Hooks to approve the request. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

**Approval of Budget Transfers for May-June, 2018:** Mr. Dan Figler, VP/Administrative Services presented the budget transfer report for May-June, 2018. He provided a brief update on the use of funding provided by the state and local governments. **A motion was made by Dr. Maudie Davis to approve the budget transfers report for May-June, 2018. Ms. Pickett Council seconded the motion. Motion carried unanimously.**

**Approval of Changes to Policy 4.07 Financial Aid:** Dr. Clarke presented the current policy 4.07 for Financial Aid, a proposed policy 4.07 and a proposed procedure 4.07.01, Satisfactory Academic Progress Requirements for Financial Aid Recipients. He stated that the college hired a financial aid services group to conduct a mock audit and as a result, there are improvements to be made to the current process. Dr. Clarke further explained that a random sampling of the college's financial aid process identified concerns that will be addressed in the way the financial aid process is administered. **A motion was made by Mr. Randy Britt to approve requested changes to Policy 4.07 Financial Aid. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

**Approval to move Policy 4.07.01 Satisfactory Academic Progress Requirements for Financial Aid Recipients to Procedure 4.07.01 Satisfactory Academic Progress**

**Requirements for Financial Aid Recipients:** Dr. Clarke advised that the amended Policy 4.07 Financial Aid will be used to create a procedure that will be brought back for the Board's consideration. He stated that the college has an opportunity to clean up some of its financial aid processes and will report back to the Board of Trustees on progress being made. **A motion was made by Dr. Maudie Davis to move Policy 4.07.01 Satisfactory Academic Progress Requirements for Financial Aid Recipients to Procedure 4.07.01 Satisfactory Academic Progress Requirements for Financial Aid Recipients. Ms. Emma Shaw seconded the motion. Motion carried unanimously.**

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**Approval of 2018-2019 Fees for Child Development Center:** Mr. Michael Ayers, VP/Academic Affairs, presented a fee/discount change proposal for the Child Development Center effective FY 2018-19. Dr. Clarke provided historical budgetary information on the Center. He advised that the hours of operation are from 7:30 a.m. – 6:00 p.m., Monday-Friday and the Center will begin accepting 2.5 years old toddlers; These changes should help the Center experience an increase in revenue. SCC is competitively priced and the child care center also provides a lab for training early child development students. **A motion was made by Ms. Emma Shaw to accept the fee/discount change proposals for FY 2018-2019 Child Development Center. Mr. Jack Hooks seconded the motion. Motion carried unanimously.**

**Add-on Agenda Item:**

**Facilities Update** – Mr. Edmund updated the Board of Trustees on the Facilities Committee meeting held prior to the Board of Trustees meeting. The Facilities Committee recommended Graka Builders, Inc., as the Construction Contractor for Buildings T, B, and M. **A motion was made by Mr. Jack Hooks to accept the Facilities Committee recommendation of Graka Builders, Inc. for the project. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

**Information Items:**

**Personnel Update** – Dr. Clarke presented the Personnel Update report and the Position Status Report. The Position Status page provides detailed information on the positions.

**Enrollment Update** – Dr. Clarke presented the Enrollment Update via a power point presentation. He discussed partnerships the college has established, a commercial on WECT that will begin advertising on July 23, Workforce enrollment, and factors that affect classes being offered at the prison, such as when there is a staff shortage at the prisons, thereby causing instructors to be released, resulting in a loss of FTE. A question arose about whether anything can be done to earn FTE at the county jail. Dr. Clarke indicated that the college is looking into a potential expansion / short-term training at the jail.

**Facilities Update** – Mr. Figler, VP/Administrative Services, updated on the status of projects. He stated that the Facilities Committee meets once per month, and the meeting usually consists of Boomerang representatives, Steve Wilt and/or Angie Crawford Easterday who participate by conference call, to answer questions and to keep everyone abreast of the construction projects' status.

**Budget Update** – Dr. Clarke did a budget update via a power point presentation. He discussed factors that were involved in the budget request to the county commissioners and the original allocation to the college. Dr. Clarke followed up with a letter to the commissioners emphasizing the need for an increase in the allocation to the college. As a result of the efforts, the commissioners increased the funding for FY2018-19 from \$144,870 to the ten-year plan presented by Dr. Clarke in the amount of \$353,920.

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Mr. Henry Edmund, Chairman, expressed appreciation to Dr. Clarke for his efforts as well as to the employees who attended the county commissioners meeting as backup for the college's request for additional funding.

Dr. Clarke briefly updated the trustees on the state budget. It appears that an across-the-board salary increase of 2% was approved for state employees; however, individual community colleges will have discretion on the percentage for its employees. He explained that there will most likely be a 1-2% increase across-the-board and then an additional increase for employees who were determined to be below the minimum salary range resulting from the salary study recently completed at the college.

**2017-2020 Strategic Plan Update** – Dr. Clarke discussed the Strategic Planning session held on June 30 with the Board of Trustees and the Leadership Team. Mr. Edmund stated that it was the best session he has ever attended.

**SACSCOC Fifth-year Review Referral Report** – Mr. Ayers discussed the results of the 5th year report that was submitted in September 2017. The report identified five areas needing to be addressed, with the most difficult area being program outcomes for student learning. Dr. Clarke stated that processes will be implemented to gather student learning data and use it to improve student learning. The college will most likely be placed on a monitoring status, but that will help the college insure that it is in compliance with SACS requirements.

**Open Educational Resource (OER) Initiative** – Mr. Ayers discussed initiatives to reduce costs to students. OER resources are free through the Internet and many technical courses are using OER materials this semester. The bookstore will also offer Cengage Unlimited which allows students to pay a single fee allowing them electronic access to books and/or other documents that in the past, the student would have had to purchase at a much higher cost. Some students have dropped out of college due to the high cost associated with books and/or supplies for classes. Cengage Unlimited is being offered for some courses this year.

**Workforce Continuing Education Class Visitation Report for Spring 2018** – Ms. Nance, VP/ Workforce and Community Development, presented the Spring Semester 2018 Class Visitation Report. A copy of the report was included in the agenda packet.

Ms. Nance reported that interviews are in progress for the Director of Industrial and Customized Training. The director's position is the primary contact with industry in Columbus County. Quarterly breakfast meetings are held on campus for the purpose of determining how the college can educate students to meet the needs of area industries. The group is called the Columbus County Industry Group and includes area industries, SCC, and the two local schools' districts.

For the record, Ms. Pickett Council noted how much the Council Tool Company appreciates its partnership with Southeastern Community College and the benefits of the relationship.

**College Activities/Highlights Report** – Dr. Clarke reviewed the College Activities Report, and a copy of the report was included in the agenda packet.

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**Presidential Activities Report** – Dr. Clarke referred to the Presidential Activities Report, and a copy of the report was included in the agenda packet.

**Reminders** – Dr. Clarke extended an invitation to the Board of Trustees to attend the All Employees meeting on August 6 in the auditorium.

There was no further business, and **a motion was made by Mr. Jack Hooks to adjourn at 7:30 p.m. Ms. Pickett Council seconded the motion. Motion carried unanimously.**

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Kathy P. Britt  
Recording Secretary

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