

MINUTES OF THE SCC BOARD OF TRUSTEES
JULY 20, 2015 @ 5:30 P.M., HOOKS BOARDROOM

Present: Mr. Henry Edmund, Dr. Maudie Davis, Ms. Theresa Blanks, Mr. Randy Britt, Mr. Harry Foley, Mr. Robert Ezzell, Judge Jack Hooks, Mr. Joe Hooks, Mr. Mark Cartret, Mr. Terray Suggs, Mr. Brenden Jones

Others Present: President, Dr. Tony Clarke, Vice President of Workforce and Community Development Beverlee Nance, Vice President of Administrative Services Betty Jo Ramsey, Executive Dean for Student Services Sylvia Cox, Director of Marketing and Outreach Liz McLean, Faculty Senate President Gail Auten, and Recording Secretary Kathy Britt

Absent: Trustee Charlie Lyle and Vice President of Academic Affairs Lauren Cole

Welcome: Chairman Edmund welcomed newly appointed trustee, Mr. Brenden Jones.

Introduction of New Personnel:

Mr. Edmund called on Dr. Clarke to introduce Ms. Tamara Aguilera, NC Works Youth Workforce Specialist in the NC Career Center. Ms. Aguilera holds a Bachelor of Arts degree in Psychology from East Carolina University. She comes to the college with broad knowledge and experience in working directly with people from diverse backgrounds and has served in a number of public and private agencies and businesses. Prior to her return to Columbus County, Ms. Aguilera worked as a case manager with the Georgia Department of Family and Children Services.

Approval of Agenda:

A motion was made by Mr. Randy Britt to approve July 20 agenda as presented. Mr. Harry Foley seconded the motion. Motion carried unanimously.

Recognition of Former Trustee Joseph L. Ray: Mr. Ray was out of the country and presentation of the resolution recognizing Mr. Ray's service was postponed until a later date.

Oath of Office:

Clerk of Superior Court Jess Hill administered the Oath of Office to reappointed board members Theresa Blanks, Joe Hooks, and newly appointed board member Brenden Jones. Ms. Blanks is appointed by the Columbus County Board of Commissioners, Mr. Hooks is appointed by the Whiteville City Schools Board of Education, and Mr. Jones is appointed by the Governor's office.

Immediately following administration of the Oath of Office, photographs were taken.

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 decline voting on that item.

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Voting Items:

Approval of Minutes – Mr. Edmund called for action on the Regular Session minutes for May 12, 2015. **A motion was made by Mr. Joe Hooks to approve the May 12, 2015 minutes. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously. Report of Nominating Committee / Election of Officers:** Mr. Edmund called on Mr. Jack Hooks, Chair of the Nominating Committee to report. Mr. Hooks indicated that the committee is happy with the current status of board officers and therefore nominated the following names to serve during the 2015-2016 fiscal year:

For the position of Chairman – Henry Edmund

For the position of Vice Chair – Dr. Maudie Davis

For the position of Secretary – Ms. Theresa Blanks

There were no nominations from the floor.

A motion was made by Mr. Randy Britt to accept names of slate of officers as presented by the nominating committee. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.

For positions on the Executive Committee:

Chairman – Henry Edmund

Vice Chair – Dr. Maudie Davis

Jack Hooks

Joe Hooks

Charlie Lytle

Mr. Mark Cartret made a nomination from the floor with a request to increase the number of positions on the Executive Committee by one. Mr. Cartret stated that in the past, Mr. Harry Foley expressed a desire to serve on the Executive Committee. Mr. Foley agreed that he would be willing to serve if nominated. It was stated that the nominating committee should resolve to increase membership on the Executive Committee by one member. **A motion was made by Mr. Randy Britt to amend membership on the Executive Committee to include a Chair, Vice Chair and 4 at-large members. The motion also included wording to add Mr. Harry Foley's name to the fourth slot on the Executive Committee. Mr. Mark Cartret seconded the motion. Motion carried unanimously.**

A motion was made by Mr. Joe Hooks to close the nominations for the Executive Committee. Mr. Mark Cartret seconded the motion. Motion carried unanimously.

On behalf of the committee, Mr. Hooks nominated the following names to serve on the Investment Committee:

Henry Edmund, Chair

Bobby Ezzell

Joe Hooks

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Harry Foley
Terray Suggs

There were no nominations from the floor.

A motion was made by Mr. Randy Britt to close the nominations. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

Mr. Edmund asked for nomination of a trustee to serve on the Clemmons Committee and stated that Ms. Theresa Blanks has served in the past. She indicated that she would be willing to serve if nominated. **A motion was made by Dr. Maudie Davis to nominate Ms. Theresa Blanks to serve as the trustee representative on the 2015-2016 Clemmons Committee. Mr. Mark Cartret seconded the motion. Motion carried unanimously.**

Mr. Edmund expressed appreciation to the Nominating Committee for its commitment to fill the positions for the 2015-2016 fiscal year.

Approval of Child and Adult Care Food Program, Free and Reduced Priced Policy Statement – Dr. Clarke advised that in order to make the child care center sustainable, grant funding is required and as a part of the grant package, the policy statement must be approved by the board of trustees. **A motion was made by Mr. Jack Hooks to approve the Child and Adult Care Food Program Free and Reduced Priced Policy Statement. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Approval of Policy 8.7 Skateboards, Roller Skates, In-line skates and Bicycles – Dr. Clarke introduced Policy 8.7: Skateboards, Roller skates, In-line skates and Bicycles. He asked for approval by the board to incorporate the policy into the policies and procedures manual. **A motion was made by Dr. Maudie Davis to approve Policy 8.7 Skateboards, Roller Skates, In-line skates and Bicycles. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

Approval of Policy 8.8 Animals on Campus – Dr. Clarke introduced Policy 8.8: Animals on Campus. He asked for approval by the board to incorporate the policy into the policies and procedures manual. **A motion was made by Mr. Joe Hooks to approve Policy 8.8 Animals on Campus. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

Approval of Bookstore Mark-up in accordance with Policy 6.11, Use of Profits from Bookstore Operations – Dr. Clarke reviewed information included in the agenda packet regarding Bookstore Income and Expenses for 2014-2015. He proposed a 20% markup for FY 2015-2016 and stated that it represents a fair and profit making markup. **A motion was made by Mr. Randy Britt to approve a 20% markup for new textbooks in FY 2015-2016. Dr. Maudie Davis seconded the motion. Motion carried unanimously.**

Approval of SCC Specific Fees List, Workforce Continuing Education – Dr. Clarke presented SCC Specific Fees List for Workforce Continuing Education. He referred to fees presented in May and advised that as the college adds fees, the board will be asked to approve. Two items were presented for approval, Community Service Self-Supporting (CSP 4000 –

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Personal Interest) Classes and High School Equivalency Diploma Testing. **A motion was made by Dr. Maudie Davis to approve SCC Specific Fees List as presented. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Approval of Budget Transfers Report – Dr. Clarke presented budget transfers through June and requested approval of the report. Mr. Harry Foley inquired about whether funds were returned to the state for FY 2014-2015. Vice President of Administrative Services Betty Jo Ramsey provided an explanation regarding the fact that community colleges must zero out the budget and advised that equipment funds were returned. Based on feedback they received from the system office, Dr. Clarke and Ms. Ramsey expect these equipment funds to be approved by the General Assembly as carry forward funds for FY 2015-2016, and therefore, while not guaranteed, to be returned to the college. This practice as occurred for a number of years. **A motion was made by Mr. Harry Foley to approve Budget Transfers report. Mr. Bobby Ezzell 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 increase the transfer amount from \$1,000 to \$2,500 from vending fees to the President's Discretionary fund. **A motion was made by Mr. Mark Cartret to approve transfer amount of \$2,500 from vending fees to the president's discretionary fund. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

Approval of Blanket Authorization for President's Routine Travel – Dr. Clarke requested approval of a blanket authorization for routine travel for the period July 21, 2015 through June 30, 2016, in-state destinations, with a limit of \$2,000. Dr. Clarke explained that less paperwork will be involved for college business; however backup documentation such as mileage reports will be required. **A motion was made by Mr. Jack Hooks to approve president's blanket authorization for routine in-state travel for the period July 21, 2015 through June 30, 2016, limit of \$2,000. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Personnel Update – Dr. Clarke presented the Personnel Update report, including position vacancy status as of July 20, 2015. The report included the hire of one full-time person and also showed retirements and resignations/terminations.

Enrollment Update – Dr. Clarke presented a Power Point on Enrollment Management. He stated that the college experienced FTE growth during spring and summer 2015 and credited the leadership team with success. Mr. Edmund reminded the trustees that the college receives \$5,500 per FTE from the state. Dr. Clarke discussed the fact that the college had five years of declining headcount, with the current challenge being to keep the numbers increasing. He discussed averages and provided explanation of how funds are budgeted to the colleges. A copy of the power point slides was included in the agenda packet for the trustees' review.

Budget Update – Dr. Clarke presented a projected FY 2014-2015 College Allotments Worksheet provided as a planning and illustration tool, Athletics budget, County allocation, and Live Project, Patron Fee, and Technology Fee report.

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Dr. Clarke discussed the reorganization that the college experienced in the spring. Due to the funding formula using a two-year average, there was an increase in FTE enrollment in academic year 2014-2015 and a decrease in state funding for the 2015-2016 academic year.

Athletics – Dr. Clarke explained that the athletics budget is sustainable and there are four sources of institutional funds with the flexibility to support athletics. Documentation shows that the athletics budget requires almost 60% of remaining institutional funds after normal expenditures, or approximately 27% of gross institutional funds.

County Allocation – Dr. Clarke discussed the FY 2015-2016 county allocation, Current Expense of \$1,292,724.00; \$250,000 for capital outlay and an additional allocation of \$333,000 for capital outlay. He expressed appreciation for the funding and stated that it equates to five times as much as was received in the past.

Live Project, Patron Fee, and Technology Fee Report – Dr. Clarke presented the report which showed the ending balance in each category at the end of spring semester. He stated that these are not state funds and they will carry forward to FY 2015-2016.

Strategic Plan Update – Dr. Clarke presented the 2015-2020 Strategic Plan and aspects of the plan was reviewed by power point. Mr. Edmund stated that the strategic plan is a live document that began during a trustee workshop in February. He stated that it is an instrument that will allow for measurement of the progress being made toward meeting the goals of the college.

Marketing and Outreach Update – Dr. Clarke discussed the need for a strategic approach to marketing and outreach. He introduced the tagline, “Southeastern Community College: Succeeding Together” and advised that students were given an opportunity for input. Their first choice was Success Starts Here but this tagline is already in use by Cape Fear Community College. The “together” part of SCC Succeeding Together is what appealed most to the students. Dr. Clarke was of the opinion that the new tagline has lots of meanings, and advised that he appreciates the input received.

Report of Annual Financial Audit Results – Dr. Clarke referenced the official letter from the Office of the State Auditor for the financial statement audit completed for year ended June 30, 2014. There were no deficiencies found. Dr. Clarke congratulated Vice President of Administrative Services Betty Jo Ramsey and her staff for the excellent results.

Update to procedure 2.1.1 Guidelines for Use of College Facilities – Dr. Clarke presented an updated version of Policy 2.1: Use of College Facilities/Equipment. He reviewed the policy and advised that “for profit” organizations can use the college facilities for a fee. Dr. Clarke also advised that the college can deny use of its facilities if it deems appropriate. He asked for comments and/or questions.

Attorney Fees – Mr. Edmund addressed the board in regards to billed attorney fees for the college attorney. He advised that a bill for \$11,700, covering a 4 year period of time, 2011-2015 was recently received. Mr. Edmund indicated that he would speak to the attorney about submission of bills on a fiscal year basis.

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Trustee Name Tags – Dr. Clarke asked the trustees to let office staff know the preferred format for their name tags. An order for the name tags will be placed in the near future.

NCACCT - North Carolina Association of Community College Trustees training will be held in Wilmington on September 9-11, 2015. Mr. Edmund reminded the trustees that new and reappointed trustee training is offered by the NCACCT organization and is a requirement of every trustee.

The NCACCT organization also incorporates time slots for ethics training into its schedule of events as a courtesy; however, the NC Ethics Commission is the agency that provides the training and recording keeping. Ethics training is due every two years.

Association of Community College Trustees – Mr. Edmund advised the trustees that the college received its annual membership dues request. It was decided that membership for 2015-2016 will not be renewed.

Presidential Activities /Report – Dr. Clarke reviewed the presidential activities report. He discussed key issues regarding a meeting with Governor McCrory on June 30 that he, Mr. Edmund, and county officials attended in regards to the Connect North Carolina initiative.

Dr. Clarke also advised that this semester will be the last for the NC Wesleyan's program on the SCC campus, due to low enrollment. He further advised that VP of Academic Affairs Lauren Cole will continue to explore other partnerships and how best to proceed.

Reminders – Dr. Clarke reminded the trustees of upcoming events.

Request to Enter Closed Session – A motion was made by Mr. Jack Hooks to enter Closed Session in accordance with N.C.G.S. 143-318.11(a)(7) for the approval of minutes. Mr. Randy Britt seconded the motion. Motion carried unanimously.

A motion was made by Mr. Jack Hooks to reenter regular session. Mr. Brenden Jones seconded the motion. Motion carried unanimously.

Mr. Edmund expressed appreciation to Mr. Jones for being in attendance and stated that the college is making great strides.

There was no further business and the meeting was adjourned.

Respectfully submitted,

Kathy P. Britt
Recording Secretary