

Minutes of the Southeastern Community College Board of Trustees

Monday, March 28, 2022, at 5:30 pm

T-Building, Rooms 120 & 122

Present: Judge Jack Hooks, Chair; Mr. Joe Hooks, Vice Chair; Ms. Emma Shaw, Ms. Theresa Blanks, Mr. Randy Britt, Mr. Henry Edmund, Mr. Bobby Ezzell, Dr. Gary Lanier, Mr. Gene Wayman, Dr. Timothy Lance.

Others Present: Dr. Chris English, President; Dr. Sylvia Cox, VP/Student Services; Ms. Lacie Jacobs, COO, VP/Administrative Services; Mr. Bill Maultsby, Director, Human Resources; Ms. Haylee Damato, Director, Marketing; Ms. Terrie Priest, Foundation Director; Jessica Hill, Director of Nursing; Bettina Cox, NCWorks; Elizabeth High, Dean of Student Learning and Innovation; Jennie Simmons, Executive Assistant; Mr. Tyler Cliff, Tech Support; and Mr. Thomas Sherrill, News Reporter

Not in Attendance: Ms. Crystal Frink, Dr. Maudie Davis

Open Regular Board Meeting Session:

Welcome: Judge Jack Hooks welcomed everyone to the meeting and called the meeting into session at 5:30.

Introduction of New Employee: Bill Maultsby, Director of Human Resource introduced the following:

Samantha Castagnino, Student Advisor

MOU: Elizabeth High spoke about the memorandum of understanding that Dr. English signed on 3/10/22 for a teacher preparation pathway with University of North Carolina at Pembroke, Whiteville City School System, and Columbus County School System. This provides an opportunity for students interested in a career in teaching. They would begin their teacher prep classes while still in high school, finish those associate degrees here at Southeastern Community College, smoothly transfer to UNCP to complete their baccalaureate degrees. In attendance at the signing were the UNCP Chancellor; Dean of School of Education; Superintendents Dr. Whichard and Dr. Meadows, representatives from both boards of education, and their human resources departments. There was a discussion about whether the agreements were the same with the two school systems. Elizabeth High said Columbus County School System has given a little money and are willing to give some scholarships to their students, but other than that both are the same.

Dr. English stated we are growing our own, this is so important.

Ethics Awareness and Conflict of Interest Reminder: Judge Hooks reviewed the Ethics Awareness and Conflict of Interest Statement and asked for any trustee who has a conflict or the appearance of a conflict to recuse themselves from participation in the matter involved.

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Approval of Meeting Agenda: Jack Hooks asked that 3 items be amended. The board must approve the Capital Improvement Projects which closes out the financing on buildings M, T and B. Also, Jack Hooks asked that item 4 (Strategic Long-Term Goal # 4) and item 6 (Policies 7:16, 7:17, & 7:18) on the consent agenda be moved under New Business for discussion. With no other concerns about the agenda, a motion was made by Mr. Randy Britt and seconded by Mr. Joe Hooks to approve the January 24, 2022 meeting agenda with the 3 items removed. Motion carried unanimously.

Approval of Consent Agenda: Consent agenda items 1, 2, 3, 5, and 7. Jack Hooks said everyone should have read all of these in advance. There were no items that needed further discussion. A motion to approve the Consent Agenda items was made by Bobby Ezzell and seconded by Henry Edmund. The motion was carried unanimously.

Voting Items:

Proposed Nursing Program Fees: Jessica Hill, Director of Nursing gave a report on their program fees. Each trustee received a handout of the fees. Jessica Hill went into depth about 3 main fee types for nursing (Nurse Think, ExamSoft, and Malpractice Insurance). We currently use ATI and have for several years. The cost is beginning to get very expensive and is set to increase again in July, so we are looking for another program. A major change is getting ready to take place in April of 2023 with the NCLEX; testing for nursing licensure will change to ensure graduates are better prepared for safe practice. This change is based on research showing that new graduates make 50% of medical errors in their first 6 months of nursing. With that change comes a change in teaching styles and resources we need to be able to prepare our students. We would like to replace ATI with Nurse Think. After researching and comparing the programs, we feel like Nurse Think is a great program and will serve our students better than ATI. Also, Nurse Think will decrease costs for both nursing programs over the life of the program and will allow 6 to 10 weeks of mentoring with a live person, something we do not currently have with ATI. The Nurse Think program is geared towards whichever program a student is in and the type of licensure needed (AND or PN).

The total package for ADN proposed Course Fees are \$1,269.77

The total current package for ADN Course Fees are \$1,430.00

With a savings of \$160.23

The total package for PN proposed Course Fees are \$918.42

The total current package for PN Course Fees are \$1,388.00

With a savings of \$469.58

A motion was made by Dr. Gary Lanier and seconded by Mr. Henry Edmund to approve the nursing fee request. Motion carried unanimously.

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Information Items:

3-1: Each Trustee received a copy of the 3-1 construction documentation from the system office. Lacie Jacobs explained that this is to close out project 2085; renovations to M-building, B-Building, and the addition to T-Building project. This 3-1 is releasing the balance to go back to the unrestricted Connect NC Bond Funds. This will be used on another project at a later date. Jack Hooks asked if everyone has had the opportunity to review 3-1.

Henry asked if this money could be added to the STEM money. Dr. English said we will know more in May 2022 when the Facilities Master Plan is complete and make their recommendation. We have 14 million for the STEM building and 6.7 million for renovation. We will look at our Facilities Master Plan and decide about this money at that time.

A motion was made by Mr. Randy Britt and seconded by Mr. Bobby Ezzell to approve the 3-1. Motion carried unanimously.

Policies on Social Media: Dr. English told that this branding guide has evolved over the last year. There are procedures that go with each of these policies. Haylee Damato gave some information on the Branding Guide and Policy 7.16, Policy 7.17, and Policy 7.18. Bill Maultsby and Haylee Damato have worked together on these policies and have also reached out to other community colleges. Each Trustee received a Branding Guide booklet. These policies and procedures are in place so people cannot make their own SCC logos and misrepresent us, nor can they misuse our logo, this protects our brand. This is also tied to our strategic plan and our campaigns we have coming up. Bill Maultsby said the policies have been presented to the President's Council for discussion but have not been published yet. Once these policies are approved by the board, we will send out to employees and announce the updated policies and procedures.

A motion was made by Mr. Joe Hooks and seconded by Ms. Theresa Blanks to approve the new Social Media policies. Motion carried unanimously.

Strategic Long-Term Goal 4: Dr. English explained part of our process working with Meredith Powell is our onboard advisor as we move through our 5-year strategic plan. We built action plans for each goal. The team working on this portion of our strategic goal decided to take Professional Development out as a focus and to focus more on Diversity, Equity, and Inclusion. The professional development will become imbedded into that work, but it will be taken out of the wording. It will still be part of the work that occurs in that group. This is one of the System Office's goals as well. The team will work on action items to go along with this goal. There was a discussion with the Trustees to gain better understanding of the professional development and how that will tie in with this goal.

A motion was made by Mr. Henry Edmund and seconded by Mr. Bobby Ezzell to approve the strategic long-term goal #4. Motion carried unanimously.

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Pension Spiking Letter: Lacie Jacobs stated we will get this contribution-based benefit cap annually, it's part of legislation. Dr. English is the only person on the list. It says if he were to retire, we would be held liable to pay the difference between his retirement contributions and what he would owe at that time. This is just for your information.

Budget Update: Lacie Jacobs explained we had a finance committee meeting last week to talk through some budget items. Lacie Jacobs referenced the state and county budget report through February 28, 2022. State typically only has an Operational section and Capital section. Lacie Jacobs said that she and Mr. Edmund had a conversation that it would be best to slide out the budget stabilization. Budget Stabilization can be carried forward to June 2024; we want to protect that dollar amount as long as possible. I wanted to show the budget stabilization separately from the regular operations budget. Without the budget stabilization, you see a truer picture of the budget.

County operations, we are a little over this year. We have been able to utilize our fund balance for operations.

We have spent more than 83K for capital. The Capital line shows equipment to date; we have received, paid for, and it's in proper working order. We have ordered a lot of equipment that we are waiting on. Capital, we spend and then request reimbursement from the county. We put budget stabilization into curriculum instruction. It can be used for anything except equipment.

We still have HEERF funds that will help sure up any possible shortages we may have.

Dr. English reminded that with the state budget we are funded in arrears. We are working off the budget from years 19/20 and 20/21. We have concerns about 24/25 and 25/26 budgets are based on our FTE dollar amount earnings now.

Lacie Jacobs said we have budget flexibility to be able to use it wherever we want, but we have plugged it into curriculum. These dollars are directly related to covid, so they are state physical recovery funds. Once NCpro (North Carolina Pandemic Recovery Office) gives us the go ahead on using this funding, we will report monthly back to them to let them know how it's being used. We will make sure we use all of this money before 2024.

Typically, we will hold 1% or 2% back just in case the state wants reversion money, but Elizabeth Grovenstein, CFO of the system, said they are not expecting any type of reversions in this fiscal year.

NCWorks: Bettina Cox, NCWorks Career Center Manager, gave an NCWorks update using a PowerPoint. She explained that NCWorks is a user-friendly facility. It's a way to provide job seekers, employee seekers, and training seekers a way to get in touch with one another under one roof. An NCWorks career center has been on the campus of SCC for almost 30 years. Our goal is to employ people. We are certified by the NC Department of Commerce. One of our primary jobs for the NCWorks career center is to operate the WIOA (Workforce Innovation and

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Opportunity Act) The purpose of that is to help job seekers find employment, training and work base learning. SCC is the WIOA contractor for Columbus County for adult dislocated workers, youth services, and the physical location (one-stop). Every 3 years or so, we must request to be the contractor to keep the career center on our campus.

Bettina Cox gave a report from July 1 to present of how WIOA funds have been spent. WIOA paid \$161,000 for tuition, books, and fees. This frees up students' Pell grant money to be used for light bills, rent, transportation, childcare, etc. We also partner with the college through our internship program where we try to get our 2nd year students into a work base learning or an internship. We pay 100% of the wages, it doesn't cost the employer. We also do an on-the-job training where an employer hires someone, we work through a training plan with the employer, they pay the employee, but we reimburse up to 75% of the wages while on the training plan. This allows us to reimburse the employer for that training time. We currently have 8 interns.

We have an emergency grant that runs through our WIOA program as well. We can spend up to \$1000 if a student who is 50% complete with their program and has at least a 2.0 has an emergency. This has allowed us to pay a light bill, childcare, tires, etc.

BoardDocs: Terri Priest and Jennie Simmons gave an overview of the BoardDocs program that will house all the board meeting agendas, minutes, attachments, procedures and policies. A short walk through of March's board meeting was displayed. The trustees were reminded of the training being offered April 6, April 7, or April 14 and asked to please sign up. This will be available to the public as well. Dr. English mentioned the struggle with finding certain things during the SACSCOC process, but this program will allow keyword searches. Terrie said we will try to put at least the last years meetings on BoardDocs.

Committee Reports:

Facilities- Joe Hooks, Chair of Facilities referred to the minutes from the 3-16-22 facilities meeting. Each committee member received a copy of the minutes in the board book to read over. We need a motion to approve those minutes.

Joe Hooks made a motion to approve the minutes and Bobby Ezzell seconded the motion. Motion carried unanimously.

Finance: Henry Edmund, Chair of Finance referenced the loose copy of the finance minutes from 3-23-22 placed at each committee members' seat. Henry Edmund reviewed the minutes and pointed out some highlights. Henry Edmund led a discussion about the standard mileage reimbursement rate increase. The finance committee suggested dropping the 100-mile rule and go with the IRS rate which is 58.5¢ per mile. This increase would not go into effect until July 1st. Gary Lanier said the county has used the IRS rate for years.

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Randy Britt made a motion to approve, and Gary Lanier seconded the motion. Motion carried unanimously.

College Reports:

President's Report- Dr. English highlighted several activities and travels in the busy month of February. He told about traveling to Washington DC for the AACC sponsored conference. There, he and the committee met with Senator Richard Burr and Senator Thom Tillis where they discussed future funding of community colleges. Dr. English also traveled to Raleigh where they met again. He later attended the New President Orientation, also in Raleigh. We have submitted the Tobacco Trust Grant for the Greenhouse. We will give a presentation Monday to the Columbus County Farm Bureau in support of that grant and some additional funding. We will be working through what a new greenhouse will look like for us. Automotive Instructor accepted our offer; he has 14 years experience in the Community College system. He will visit in April and officially start in mid-May. He is looking at Napa as a Napa Training Facility and looking into Ford sponsoring a program at SCC.

Dr. English told about meeting with the superintendents from both school systems, Dr. Meadows and Dr. Whichard, to talk about career college programs. We also all attended the Presidents and Superintendents meeting in Greensboro. That was a great lesson for us in what we need to do to strengthen our partnership. Dr. English met with Dr. Whichard last week to discuss ways to strengthen that CCP program with Whiteville City Schools. We have some good things in motion with both school systems. We hope to see even more students participate in CCP to build a workforce.

He then encouraged the trustees to ride out to the campus during daylight to see the changes at the baseball and softball fields. We have the new concession stand at the ball field, purchased by funds from the Rams Booster Club and the old concession stand and the field house have been painted.

Farm School on Wheels: Randy Britt told us to look into the Farm School on Wheels with Roxanne Reid. This is a partnership between the NC Cooperative Extension Office and the Granit Training Group. They work alongside the Small Business Center to help farmers improve their business; they can sign up for training that will travel out to them. We have our first training event with the Small Business Center April 6th or 7th with Roxanne Reid.

Executive VP report- Dr. Sylvia Cox referred to the Enrollment Summary created by our marketing department and an Associate Dean of Research. The first page is a snapshot of our Spring 2022 curriculum enrollment, its broken down by county residents. We are serving 82.5% in our community with the average age of 23. Employment status: a lot of our students work, but not as many of our curriculum students work.

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Dr. Sylvia Cox then highlighted the Spring 2022 Workforce enrollment. These numbers are still a work in progress, but over the last year most of our workforce numbers were due heavily because of prison. In the fall, we had a limited amount of prison. The numbers you have on the summary are really a representative of what we are doing in Workforce training. In general, everyone has leaned in to learn the workforce development side and embraced the one college model. Lots of growth has taken place in the construction academy, small engine, and other programs.

We are starting a summer campaign that promotes “come back to campus”. We believe our community is better served face to face instead of online. We need our students engaging with instructors. We are hoping to reach out to the community. We believe with automotive, construction academy, masonry, transportation, electrical engineering programs will reach a new group that we have never had before.

Dr. English said Dr. Sylvia Cox has worked hard to build curriculum and Con-ed. We had to refocus our efforts and processes after losing prison.

Administrative Services Report: Mrs. Lacie Jacobs gave an update on a new position that was created. We have a senior director of facilities and operations, Alice Paul. She will be working towards her masters in project management this summer. Information technology and auxiliary services will report to her.

SCIF (State Capital Improvement Funds): We have received those dollars for the STEM building. We are meeting with the Facilities Master Plan group to see what the best way is to move forward with that funding. Lacie Jacobs also highlighted the facilities and maintenance section of the report telling about the new furniture in the library common area and study rooms. The students are thrilled with the study space.

SharePoint technology: The IT dept has worked hard with a company to help us set up SharePoint. This will alleviate some of our workload problems and process development. All of our fillable forms like travel, checklist, procurement request, etc. will all be centered around that SharePoint site.

Mrs. Jacobs pointed out the Disposal Report from February through March disposals.

SCC Foundation Update- Terrie Priest reported that starting in February, she has been meeting with each foundation member one on one. She is meeting with the members who are not Trustees first.

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Also, in Mid-March we had our SCC Ramsfam internal campaign. We had 112 employees who have been or will be donating to the Foundation through payroll deduction. End of year projections is 25,000 that's an 8% increase from last year.

We had drawings and gave away prizes, we also gave 2 tickets for the President's Ball. The tickets were sponsored by Council Tool Company

We are 2 weeks out from the Presidents Ball. Currently a little over 20K has been raised through sponsorships, donations, and ticket sales. The 20K does not include our Silent Auction. Our three top sponsors are the Columbus Regional Hospital, Patriot Ford, and Dr. Chambers. We have 3 Bell sponsors and 7 Rams sponsors. Terrie Priest and Dr. English invited everyone to attend the President's Ball.

Chairman's Comments:

Statement of Economic Intent: Jack Hooks reminded the board of their obligation to fill-out and submit the SEI form by April 18th. Failure to file or including false information is a crime in the state of North Carolina. Also, failure to file on time can cost you \$250.00.

Board of Trustees Self-Evaluation: Jack Hooks explained the need to complete an online survey regarding our Self-Evaluation due by May 1st. Jennie Simmons will send those out online on Tuesday, April 5, 2022.

Evaluation of President Dr. English: We will also have a President's Evaluation to complete on Dr. English due by May 6th. Jennie Simmons will send those out a few days after the Self-Evaluation are sent.

Old Business: NONE

Reminders: Judge Jack Hooks pointed out the reminders on the agenda.

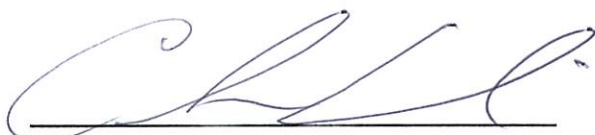
New Business: Henry Edmund asked that Dr. English give a short overview of the budget presentation that will be given at the county commissioners meeting the next night. Dr. English told the schedule of the evening, the meeting will take place in the commissioner's chambers, and briefed them on some of the specific budget requests.

There was no further business to discuss, a motion to adjourn the meeting was made by Jack Hooks and seconded by Robert Ezzell at 8:00pm. The motion passed unanimously.

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Judge Jack Hooks, Chairman
SCC Board of Trustees



Dr. Chris English, President