

Minutes of the Southeastern Community College Board of Trustees
Planning Retreat
Monday, July 26, 2021. 10:00am – 3:00pm
Whiteville City Hall Board Chambers

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

Others Present: Dr. Chris English, President; Dr. Sylvia Cox, EVP/Chief Academic Officers; Ms. Lacie Jacobs, COO, VP/Administrative Services; Ms. Haylee Damato, Director, Marketing; Ms. Terrie Priest, Executive Assistant; Mr. Kennon Briggs, Ms. Meridith Powell and Mr. Thomas Sherrill, News Reporter

Welcome: Dr. English welcomed everyone to the day and thanked Whiteville City for allowing us to use this amazing facility. He explained that Meridith Powell would be with us in the morning. We would break for lunch and hold our regular board meeting during that time. The afternoon will be led by Mr. Kennon Briggs who will lead a Board Professional Development Session. He then introduced Meridith Powell, our Strategic Plan consultant to begin the Strategic Planning Session.

Systems Thinking Strategic Planning session with consultant Meridith Powell.

From 10:00am to noon, Meridith provided a review of the results of the Current State and SWOT analysis and external environmental scan. She reviewed the Vision, Mission and Values that were developed in a previous planning session with members of the college leadership, trustees, and community members in June.

She then led the trustees in a Long-Term Goal Activity. They were asked to look out 3- 5 years and think about what success looks like and what would be different at SCC. They were divided into groups and each group were tasked to come up with Long-Term Goals (3-5 years out) that addressed the newly established mission vision and values. These long-term goals would be used at the upcoming Presidents Council retreat to be held on Aug 26 where that group will establish the short-term goals for SCC.

OPEN REGULAR BOARD MEETING SESSION:

Judge Hooks called the regular board meeting into session at 12:15pm

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.

Swearing in of Reappointed Board Member.

Oath of Office: Clerk of Superior Court Jess Hill administered the Oath of Office to reappointed trustee Judge D. Jack Hooks. Judge Hooks was appointed by the Whiteville City Schools for a four-year term expiring June 30, 2025.

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Approval of Meeting Agenda: A motion was made by Mr. Henry Edmund and seconded by Mr. Bobby Ezzell to approve the May 24, 2021, meeting agenda. Motion carried unanimously.

Approval of Minutes:

The Regular Board meeting minutes of May 24, 2021 (regular Session) and June 17, 2021 (called meeting): A motion was made by Mr. Randy Britt and seconded Dr. Gary Lanier to approve both sets of minutes presented; Motion carried unanimously.

Approval of Policies:

Dr. English presented Policy 5.24: (Personal Leave) and provided a brief explanation of the policy. A motion was made by Dr. Gary Lanier to approve Policy 5.24 as presented. The motion was seconded by Ms. Theresa Blanks and approved unanimously.

Dr. English presented Policy 6.06 (Sale of Surplus Property) for approval and provide a brief explanation of the changes. A discussion was held regarding General Statute 115D-15. A motion was made by Dr. Gary Lanier to approve Policy 6.06 as presented. The motion was seconded by Mr. Randy Britt and approved unanimously.

Copies of both policies were included in the agenda packets and have both gone through the Presidents Council and legal review.

Approval of Budget Transfers as of June 30, 2021—Ms. Lacie Jacobs presented the budget transfers report. Budget spent to date, 12/12 months through this fiscal year is 96.07% spent. The remaining 3.93% are currently listed as restricted dollars and a portion will roll into next year.

A motion was made by Mr. Randy Britt to approve the Budget Transfers report as of June 30, 2021. The motion was seconded by Mr. Henry Edmunds and passed unanimously.

Approval of 2021-2022 County Budget Allocation- Ms. Jacobs reviewed the July 2, 2021 letter from Columbus County stating that the Columbus County Board of Commissioners met on June 7 and adopted the 2021-2022 Operating Budget for Columbus County. The allocation to Southeastern Community College was as follows:

Current Expense -	\$1,513,755
Capital Expense -	\$ 289,713
Career Coaching Fund.	\$ 16,659

This allocation includes 5 of the projects that we requested. The playground equipment was not funded by the county.

A motion to accept the Columbus County Budget Allocation was made by Ms. Theresa Blanks and seconded by Mr. Joe Hooks and passed unanimously.

Approval of Transfers from Vending Profits to President's Discretionary Funds – Ms. Jacobs reported that in accordance with NCGS 115D-58.13, Policy 6.10 states that the Board of Trustees shall adopt the expenditure of funds generated through vending machines and other concession activities. She

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requested approval to transfer \$10,000 from the Vending Commission Account to the President's Discretionary Fund and \$40,000 to athletics for the fiscal year 2021-2022. This is institutional funds. Dr. Lanier suggested that the county schools may have some food service equipment that could be used for the Rams Café use.

A motion to approve the transfer from Vending profits of \$10,000 to Presidents Discretionary Funds and \$40,000 to Athletics for the fiscal year 2021-2022 was made by Dr. Lanier, seconded by Ms. Emma Shaw and passed unanimously.

Approval of SCC Child Development Center 2021-2022 Rates. - Ms. Jacobs referred to the proposed rates for 2021-2022, the only changes are the SCC student discount rate, which is the same as the employee discount rate (\$115 per week) and the rate for the new After School Care program (\$80).

A motion was made by Dr. Lanier to approve the proposed 2021-2022 rates for the SCC Child Development Center and seconded by Mr. Henry Edmund. The motion passed unanimously.

Chairman of the Finance committee, Mr. Henry Edmund stated that he had recently met with Ms. Jacobs and reviewed all requests and found them to be appropriate. There was no need to call a finance meeting prior to this meeting.

Approval of Blanket Authorization for President's routine Travel - Ms. Jacobs reported that according to the requirements of the North Carolina Community Colleges Accounting Procedures Manual and NCGS 115D-20(1), the College BOT shall pre-authorize the President's routine travel authorization each year by signing the authorized travel form. We request the approval from the trustees that Dr. English received a blanket routine travel authorization for the fiscal year 2021-2022.

A motion to approve a blanket routine travel authorization for Dr. Chris English for the fiscal year 2021-2022 was made by Mr. Randy Britt and seconded by Ms. Emma Shaw. The motion passed unanimously.

Approval of Bookstore Markup - Ms. Jacobs reported that according to Policy 6.11 and to GS 115D-58.13 and 115D-5(al) the BOT is required to approve the amount of mark-up to be charged to bookstore users prior to the beginning of the Fall Semester. Due to COVID-19, the bookstore has been less frequented than in the previous fiscal year and as a result bookstore profits have declined. Dr. English and Ms. Jacobs are planning an assessment on the operations with the help of Mr. Kennon Briggs. Until the assessment is completed, the recommendation to the BOT is to keep the bookstore mark-up at the same percentage as the 2020-2021 fiscal year which is 20% on the sales of textbooks, with the exclusion of textbooks for Early College/High School students.

A motion was made by Dr. Gary Lanier to approve the 20% mark-up on the sales of textbooks for the 2021-2022 fiscal year. The motion was seconded by Ms. Theresa Blanks and passed unanimously.

Approval to Adjust Policies and Procedures to reflect current operating structure. Dr. English shared with the BOT the how current policies are not reflecting the currently operating structure/position names. He shared several examples of this issue. His request is to allow the polices to be corrected to

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Planning Retreat
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reflect current operating structure across all policies at one time. The board will be notified as the policies are updated.

A motion to allow current policies and procedures to be updated to reflect current operating structure all at one time was made by Henry Edmund and seconded by Theresa Blanks. The motion passed unanimously.

Approval of Mission Vision Values- Dr. English reviewed the Mission, Vision and Values that had been discussed in the earlier session and asked for board approval to use these as our official Mission, Vision and Values statements.

MISSION: Opening doors for our community through powerful partnerships that provide student-centered learning, workforce development, and cultural enrichment opportunities.

VISION: Developing an educated workforce that ensures our community is a thriving place to live, work and play

VALUES:

Success – we believe an individual’s success becomes the success of the institution

Integrity– we are committed to excellence and honesty in everything we do

Respect– we promote inclusiveness, diversity, and compassion for all people

Adaptability- we are responsive and innovative in meeting the needs of our students and community

Collaboration – we work as a team fostering internal and external partnerships

A motion was made by Dr. Gary Lanier to accept the Mission, Vision and Values as presented and was seconded by Ms. Emma Shaw. The motion passed unanimously.

Report of the Nominating Committee and Election of Officers – Judge Hooks

Mr. Randy Britt, who served as the Chairman of the Nominating Committee presented the following to be nominated as officers and executive committee for the 2021-2022 year.

Election of Officers

Current Officers: Chair – Jack Hooks; Vice Chair – Joe Hooks; Secretary – Emma Shaw

Position	Nomination
Chair	Jack Hooks
Vice Chair	Joe Hooks
Secretary	Emma Shaw

Minutes of the Southeastern Community College Board of Trustees
Planning Retreat
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Executive Committee (Required – Term of one year, Chair, Vice Chair and four Board members)
 Current Members: Chair – Jack Hooks; Vice Chair – Joe Hooks; Other Members: Randy Britt, Maudie Davis, Henry Edmund, Gary Lanier.

Position	Nomination
Chair	Jack Hooks
Vice Chair	Joe Hooks
Member of Board	Randy Britt
Member of Board	Maudie Davis
Member of Board	Henry Edmund
Member of Board	Gary Lanier

Nominations from the floor for officers and executive committee was called by Judge Hooks. After none were offered, a motion to close the nominations from the floor and accept the nominations as presented was made by Randy Britt and seconded by Henry Edmund. The motion passed unanimously.

Chairman Jack Hooks appointed the following BOT members to serve on the following committees for the 2021-2022 year.

Finance/Investment Committee

Current Members: Henry Edmund, Bobby Ezzell, Emma Shaw

Position	Appointed
Member of Board	Henry Edmund, Chair
Member of Board	Bobby Ezzell
Member of Board	Emma Shaw
Member of Board	Timothy Lance

Facilities Committee

Current Members: Joe Hooks, Chair; Henry Edmund, Randy Britt, Bobby Ezzell,

Position	Appointed
Member of Board	Joe Hooks, Chair
Member of Board	Henry Edmund
Member of Board	Randy Britt
Member of Board	Bobby Ezzell

Curriculum Committee

Current Members: Theresa Blanks, Chair; Randy Britt, Crystal Frink, Joe Hooks

Position	Appointed
Member of Board	Theresa Blanks, Chair
Member of Board	Crystal Frink
Member of Board	Timothy Lance
Member of Board	Gene Wayman

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Planning Retreat
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Facilities Committee Report - Joe Hooks, Chairman of the facilities committee reported that the Facilities Committee met and discussed the new proposal from Watson Tate & Savory to provide a Strategic Facilities Master Plan. They will study our facilities and create a final plan that will meet our needs for the future. The price for the plan will be \$120,000 for the master planning services with a “not to exceed” amount of \$13,500 for expenses. Their intentions are to begin in October and have the plan completed in March 2022.

The motion to accept the proposal from Watson Tate & Savory to provide a Strategic Facilities Master Plan for Southeastern Community College comes in the form of a recommendation from the Facilities Committee and will not require a second. The motion passed unanimously.

Non-voting items

Dr. English referenced the following items that were included in the board packets as informational non-voting items:

NC Board of Nursing Letter
NAACLS – Accreditation Award Letter
NCCC – Compliance Review Notification
Perkins Federal Acceptance
Kennon Briggs Contract with a cap of \$15,000
Columbus County Schools MOA

College Reports IN Packet

Presidents Report- Dr. English expressed his appreciation to the board for their support during his first year as President and stressed to the board that he was excited for the future of SCC and how appreciative he was of the work that had been done by Dr. Cox, Lacie Jacobs and Marketing Director Haylee Damato.

Other Reports in Packet:

Personnel Update
Executive VP Report
Administrative Services Report

Old Business:

QEP Activity: Dr. Cox explained the QEP - I KNOW – Quality Enhancement Plan-Career Exploration - Goal: Enable each student to select an appropriate academic program based on their identified interest and career objectives in order to facilitate the timely completion of their academic goals. This will assure the students “KNOW” they are on the right track to a great career.

The trustees worked in 3 groups to answer questions associated with the I KNOW program.

A laminated sheet was given to the trustees with QEP information.

QEP Videos – The videos that have been sent to employees will be forwarded to the trustees. Watch your emails for the videos.

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New Business:

Chairman Hooks stated that the September meeting will need to be rescheduled due to the SACSCOC Visit on Sept 28, 2021.

A motion to move the meeting to September 20, 2021, was made by Joe Hooks and seconded by Emma Shaw. Motion carried unanimously.

Reminders

Refer to dates listed on the agenda

Next SCC Board of Trustee Meeting – September 20, 2021 – 5:00pm- Board of Trustees Meeting – Nesmith

September 22-24, 2021 -Hotel Ballast, Wilmington, NCACCT 2021 Leadership Seminar

SACSCOC On-Site reaffirmation visit – Tuesday, September 28-Thursday, September 30, 2021

There was no further business to be conducted, and a motion was made by Henry Edmund to adjourn the meeting portion of the day. Theresa Blanks seconded the motion. Motion carried unanimously.

Mr. Kennon Briggs provided Board Professional Develop for the remainder of the afternoon.
The title of the training was:

A Discussion of the Board of Trustees: Roles, Responsibilities, Relationships, and Opportunities.

Topics included, Local Governance, the boards authority and responsibility.

- Legal authority
- Specific duties and responsibilities
- Fiduciary responsibility

The boards relationship to the President

- The principle of shared governance
- Supporting the President
- President Evaluation

The boards operational opportunities for consideration.

- Improving efficiency of operations
- Consent Agenda
- Committee work

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The trustees were appreciative of the training that had been provided. Mr. Briggs wrapped up his presentation at 3:30pm



Judge Jack Hooks, Chairman
SCC Board of Trustees



Dr. Chris English, President