

Minutes of the Southeastern Community College Board of Trustees
Monday, November 28, 2022 at 5:30 p.m.
A Building, Room 210

Present: Judge Jack Hooks, Chair; Mr. Joe Hooks, Vice Chair; Ms. Theresa Blanks, Mr. Henry Edmund, Mr. Randy Britt, Mr. Bobby Ezzell, Dr. Timothy Lance, Dr. Gary Lanier, Dr. Dan Strickland, and Ms. Crystal Frink (by phone)

Others Present: Dr. Chris English, President; Dr. Sylvia Cox, EVP/Chief Academic Officers; Terrie Priest, Foundation Director; Dr. Natalie Hinson, Dean of Institutional Effectiveness; Kaitlin Nobles, Faculty Council Chairperson; Oretha Kinlaw, SGA President; Jennie Simmons, Executive Assistant; Bill Maultsby, HR Director; Haylee Damato, Marketing and Communication Director; Mr. Justin Smith, News Reporter; Tyler Cliff, Information Systems Specialist; Donna Turbeville, Controller; Pamela Jacobs, Small Business Center Director

Not in attendance: Ms. Emma Shaw and Dr. Maudie Davis

Open Regular Board Meeting Session: Judge Jack Hooks welcomed everyone then called the meeting into session at 5:30pm.

Recognition of Guest: Dr. English introduced Pamela Jacobs and complimented her on all she has accomplished over the past year. He then recognized her for being chosen by the Governor's office to serve on the NC Council for Women. He elaborated on the duties of the position of the NC Council for Women. She was also recently recognized by our Small Business Center Network as the Most Innovative Director of the Year. In addition to those recognitions, she was the only new director in North Carolina to receive levels 1, 2, and 3 credentialing.

Pamela Jacobs invited the Trustees to the Native American Heritage Day to be held on the SCC campus on Wednesday, November 30, 2022.

Ethics Statement: 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.

Approval of Meeting Agenda: A motion was made by Mr. Randy Britt and seconded by Mr. Joe Hooks to approve the November 28, 2022 meeting agenda. Motion carried unanimously.

Approval of Consent Agenda Items: Jack Hooks asked if any consent agenda items needed further review. There were no items for further discussion prior to the consent agenda vote. A motion was made by Dr. Gary Lanier to approve the consent agenda items. Mr. Henry Edmund seconded the motion. Motion carried unanimously.

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Voting Items:

Additional Leave Day: Dr. English explained that a mistake was made on the list of holidays that was presented to the trustees at the May Board meeting. It was correct on the employee calendar but December 22, 2022 was inadvertently left off the list. This would give the vacation days that the legislators require for a total of 12 days per year.

A motion was made to add the additional day to the list of holiday dates to equal 12 holidays by Mr. Bobby Ezzell and was seconded by Dr. Timothy Lance. All were in favor.

Budget Update:

Dr. English stated that the System Office has been notified that Donna Turbeville will be our representing signature until our new COO is hired and in place.

Looking at operations of state, we always look at the month in spending. Looking at the 4th out of 12 months, we should be at 33.33% but we are at 37.7%, this is without budget stabilization. The footnote shows if you add in budget stabilization, it is only about 3/4 of 1% over. We monitor through January and February and slow down if needed. We have put a hold on travel and professional development until that spending is back in line.

He also explained looking at the operations right now, it includes budget stabilization, keep in mind that budget stabilization helps us maintain our \$2 million shortfall.

Donna Turbeville echoed Dr. English's statement about making spending adjustments. Mrs. Turbeville said she ran the expense report as of November and we are slightly below Octobers report; as of right now, we are about a 0.8% below what our spending should be for the end of November.

Compliance Report: Dr. Cox was pleased to report that the college received a clear audit from the North Carolina Community College System. They did offer a coaching opportunity for improvement in the area of overlapping class hours in continuing education which could pose a potential risk for future audits.

Committee Reports:

Curriculum Committee: Theresa Blanks reported about the 3 new programs that the curriculum committee had approved. Dr. Cox gave an overview of the programs.

- **Building Construction Technology.** This degree offers students interested in construction trades an opportunity to earn a degree.
- **Industrial Maintenance.** This would be offered as a degree and a diploma program.
- **Public Safety.** This degree offers individuals working in public safety an opportunity to earn an associate degree

Dr. Cox also explained the benefits of each program and the opportunities they will provide for our students and community. These are fast track degrees for the system office because they

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are in high demand across the state as well in our community. The whole state recognizes that these are workforce and needs that are critical to our state's success. So those are the three that we presented to the curriculum committee for their approval.

The curriculum committee recommended to the full board that these 3 programs be approved. The recommendation was approved unanimously.

Facilities Committee: The Facilities Committee Chairman Randy Britt was absent from the October 20, 2022 meeting. Mr. Joe Hooks stood in as chair, therefore he updated the Board of Trustees. Mr. Joe Hooks explained the discussion of the security to all doors on the entire campus, additional quotes and additional time for the flex lab, spending of the additional funds from NCBonds. We discussed the naming of buildings with Terrie Priest and how that procedure can be updated. Dr. English said we could get Jack Hooks to review the wording on the naming procedure from a language standpoint, but it was not necessary for a procedure to be approved or signed by him.

And finally, we discussed the greenhouse grant that we received from NC Tobacco Trust, and Dr. English also reported that we have made a public announcement about the Tobacco Trust Fund. Our next step is to have an Advisory Council meeting with farmers to review the greenhouse build, then finally get it to the state construction for bids. We have a total completion date of 2025.

Joe Hooks said the committee approved the architect on retainer. Dr. English said we are just waiting on the contract Carlton Williamson is reviewing. Once approved, it will be sent to McMillan, Pazdan, and Smith for their signature and that will be our start date.

Joe Hooks said those were the things approved by the facilities committee.

Dr. English said there is one additional item, the facilities committee has already approved the 3-1 form that goes to the System Office for a project number for Door Access Control. It does not require signatures, only full board approval.

Joe Hooks recommended a motion for the full board to approve the 3-1 for door access controls and all were in favor.

College Reports:

President's Report: Dr. English touched on the following points:

- Tobacco Grant Trust Fund awarded SCC \$374,000 to build a greenhouse- This greenhouse will allow us to do the inside training on new crop, research, and new production as it pertains to NC, but especially Columbus County.
- Duke Energy awarded the college \$25,000 to help fund the agribusiness program
- SACSCOC conference this week in Atlanta- We will be recognized for work done on the document. It will be located in the SACS reference room.

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- President's Association (Conference in January) Looking into the 2nd year funding from the legislatures and moving forward with the 3-year analysis. Much of that includes salary increases for all community college faculty and staff. We are also looking at compacity funding for additional funds that will be added to our standard state operations. This would allow us to identify retention and recruiting efforts for employees and for program development.
- President's Winter Conference in January 2023 at Carteret Community College
- Christmas luncheon on December 14th at Vineland Station

Dr. English informed the board that we have found our next COO. Her name is Ibreta Jackson; she is coming to SCC from Robeson Community College where she worked in the business department, she served as the director for grants and special projects. Special projects means that she worked with state construction with both major and minor projects on the campus, she has served in other roles in the business department, she also has financial background with Bank of America. Dr. English thanked Mr. Henry Edmund and Mr. Joe Hooks for serving on that interview committee. We are excited about her coming onboard; she will start January the 3rd. Dr. English reported that he and Dr. Cox spent the Wednesday before Thanksgiving with Ms. Jackson and had great conversations.

Dr. English gifted each Trustee with an SCC Christmas ornament.

Executive VP Report: Dr. Cox highlighted a few events from the past 2 months such as the Agribusiness program, events the college has attended, and told that children in our community are beginning to know Rocco. She reported about Senior Day and said the News Reporter recently did a flashback photo where juniors and seniors from Bladen and Columbus County were invited to our campus back in 1971 for a day to learn more about the college. We hosted Senior Day here in the fall and plan to keep this age-old tradition going. The students were able to explore 3 different types of programs, have fun on the lawn, and get a taste of what it's like to be a college student.

Foundation Report: Terrie Priest informed the board that a committee has been created to bring back The Burkhardt Fine and Performing Arts Series. The committee consist of Pat Ray, Sally Mann, Kelly Jones, and Lynn Spalding. Mrs. Priest stated that they will start working on one or two events in the spring/summer then grow it bigger. She said we may even tie it in with our 60th anniversary in 2024.

She also reminded them about The Embers Christmas show that will take place here on campus on December 13, 2022.

Clery Act Report: Dr. English called on Human Resources Director Bill Maultsby to discuss the Clery Act. Mr. Maultsby discussed the Crime Awareness and Campus Security Act of 1990 Annual Report and the need to communicate clearly. Bill Maultsby said we are certainly

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pleased with the results this past year and what the college is doing in regard to campus safety. This information goes out to faculty, staff, and students. A copy of the 2022 report was included in the agenda packet on BoardDocs.

Dr. English informed the board that another full-time officer and a part-time officer have been hired. They were each sworn-in before Thanksgiving.

Jack Hooks referenced a pattern of improvement and thanked all involved for keeping our campus safe.

Student Government Association (SGA) Report – SGA President Oretha Kinlaw reviewed the activities report and elaborated on each event. A copy of the report was included in the agenda packet on BoardDocs. She mentioned a few concerns that students have such as: more options for food on campus, transportation issues, and additional sports.

Dr. English explained the food options that we do have on campus. We have food trucks, Sluggers' Deli brings salads, sandwiches, wraps and desserts to the bookstore, and we also carry Mrs. Bright's sandwiches. He informed the group that this is something that we are still looking into.

Dr. Cox addressed the transportation situation and told about a grant that we could look into allowing the students to use financial aid to fund the cost of transportation. However, currently the county doesn't have the capability to accept that kind of payment. This too is something that we are still looking for solutions.

Faculty Council: Kailin Nobles, Faculty Council Chairperson, gave an update on the progress of the committee. We have created different subcommittees for the faculty workloads and for faculty evaluation process. Our next step with the evaluation process is to meet with Human Resources to look at the faculty eval compared to the staff eval.

Ms. Nobles said within our Ram's Online Shelf we use Quality Matters. She explained that Quality Matters is a national organization in online teaching and learning used to ensure quality of online course design. It is setup where online students have their own module that shows their course objectives, assignments, and instructions. Our faculty has had some concerns that students think the template is redundant and may not read all the instructions even though they need to in order to do their assignment. Kailin Nobles said she has met with Dr. English and Dr. Cox and made them aware of these concerns.

Dr. English explained that Quality Matters enhances our online learning. One of the challenges we have with students today, is the success rate of online classes. Quality matters lines courses up so the grade book, instructor information, and syllabi are all in the right location. Students do not have to search around to find the information. Quality matters keeps everything in the same structure.

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Dr. Cox said this is a very well researched national platform that requires different levels of engagement and some different activities to address all learners needs. It is not perfect, but they are continuously making improvements; we are making sure we provide a good platform for students as well as addressing the concerns that might come with it.

Jack Hooks asked that the Trustees be kept updated on the Quality Matters topic.

Dr. English then told about the Facilities Master Plan thumb drive at each Trustee's seat. He offered a hard copy if anyone would rather have it. The plan can also be found on BoardDocs.

Chairman's Comments:

Old Business:

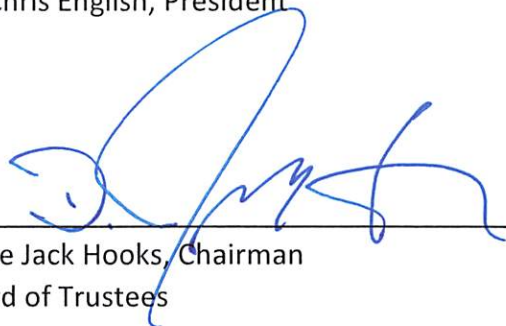
New Business:

Reminders – Jack Hooks informed the board that they could refer to the upcoming events on BoardDocs.

There was no further business, and a motion was made by Mr. Randy Britt to adjourn at 7:00 p.m. Motion carried unanimously.



Dr. Chris English, President



Judge Jack Hooks, Chairman
Board of Trustees