

**Minutes of the Board of Trustees  
Southeastern Community College  
January 13, 2020 @ 5:30 p.m., A Building, Hooks Boardroom**

**Present:** Mr. Henry Edmund, Chair; Mr. Jack Hooks, Ms. Emma Shaw, Mr. Randy Britt, Mr. Joe Hooks, Mr. Robert Ezzell, and Ms. Crystal Frink

**Absent:** Dr. Maudie Davis, Ms. Theresa Blanks, Ms. Pickett Council, Mr. Terray Suggs, and Dr. Gary Lanier

**Others Present:** Dr. Bill Aiken, Interim President; Mr. Dan Figler, VP/Administrative Services; Ms. Sylvia Cox, VP/Student Services; Ms. Beverlee Nance, VP/Community and Workforce Development; Dr. Michael Ayers, VP/Academic Affairs; Ms. Haylee Damato, Marketing and Outreach; Ms. Emily Russ, Faculty Senate Vice President; Mr. Josh Snyder, SGA President, Mr. Justin Smith, The News Reporter, and Ms. Kathy Britt, Recording Secretary

**Personnel Introductions:** Mr. Thomas Provost, Advanced Manufacturing Career Coach, was introduced to the trustees. Mr. Provost comes to Southeastern after his retirement in July 2019. Throughout his career, Mr. Provost held positions of increasing responsibility in manufacturing and was actively involved in recruiting and developing the workforce for the chemical industry with Celanese Chemical Corporation in Wilmington and Kureha PGA, LLC in West Virginia. Mr. Provost stated that he looks forward to matching students with careers at Southeastern Community College. The trustees welcomed Mr. Provost to the college.

**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.

**Voting Items:**

**Adoption of Agenda:** A motion was made by Mr. Randy Britt to adopt the meeting agenda as presented. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

**Approval of Minutes:** Mr. Edmund requested approval of minutes. A motion was made by Mr. Bobby Ezzell to approve the November 25, 2019 Regular Sessions minutes. Mr. Jack Hooks seconded the motion. Motion carried unanimously.

**Approval of SCC Specific Fees List, Continuing Education:** Ms. Nance presented the SCC Specific Fees List for Continuing Education and briefly discussed. A motion was made by Mr. Jack Hooks to approve the Specific Fees List as presented. Ms. Emma Shaw seconded the motion. Motion carried unanimously.

**Approval of DCC 2-1 College Budget FY 2019-2020:** Mr. Figler presented the college budget (Form DCC 2-1 County Allocation of \$1,780,779) for review and approval by the Board of Trustees. He stated that the DCC 2-1 report must be signed by the Board chair and will then be presented to the Board of County Commissioners prior to being filed with the state. Mr. Figler gave a status report on the FY 2019-2020 college budget and advised that it is a baseline budget with no salary increases. He stated that everything is still pending with the state budget and is controlled by the state. The college has expended approximately fifty percent at the six-month point.

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Mr. Figler advised that the overall budget is almost identical to the FY 2018-2019 budget. There is less FTE but the college received more money due to hurricane funds.

**A motion was made by Mr. Randy Britt to approve DCC 2-1 College Budget for FY 2019-2020. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

**Information Items:**

**Personnel Update:** Dr. Aiken reviewed the Personnel Update report, including the Position Status Report and highlighted noted personnel changes.

**Student Government Association Activities Report:** Mr. Edmund called on SGA President Josh Snyder to present the SGA report. Mr. Snyder reviewed accomplishments and discussed a donation from Gleaning for the World organization from Virginia through Community CPR, for the Rams Pantry. The SGA met with GFTW program donors and discussed the impact the Rams Pantry has had on campus. Mr. Snyder also advised that on January 6, the SGA officers and student volunteers prepared the pantry for spring semester and for an open house event.

**Student Services Update:** Dr. Sylvia Cox presented the Student Services update and discussed extended registration for students, Community and High School Outreach Events, and Workshop and Conferences attended by faculty and staff. A copy of the report was included in the agenda packet.

**Workforce and Community Development Update:** Ms. Beverlee Nance presented the Workforce and Community Development update. She discussed the value of having the NCWorks Career Center located on the SCC campus, and she provided statistical information on individuals served. Ms. Nance discussed EMS/Fire Training and advised that 100% of the previous Paramedic class is employed in the field. She further advised that a new and different approach was tried and is reflected in the report. Ms. Nance eluded to the fact that there will be good news to share in the future regarding basic skills and prison education.

**Academic Affairs Update:** Dr. Michael Ayers reviewed the Academic Affairs report. He advised that as of the first day of classes, SCC had 1,326 curriculum students, thirteen more than spring semester 2019. Dr. Ayers spoke about the tremendous number of people in Columbus County who are being served by the college. Mr. Edmund commented on how things can be accomplished when groups work together and build upon relationships.

**Facilities Update:** Mr. Dan Figler provided a facilities update. He advised that the contractor has repaired uneven sidewalk areas that presented a trip hazard. Those spots have been filled in and ground down to make even sidewalks. Mr. Figler spoke about the food pantry and how the outside of the building has been updated. The chiller and boiler in the Student Center has been replaced. Mr. Figler discussed lights on campus; he also discussed engineering for D building and its flooding issues. There was no charge by the engineer for the recommended changes to prevent flooding in D Building. Mr. Figler also advised that the double wide trailer that the college owned in Buckhead has been

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removed. In closing, Mr. Figler updated the Board on office moves that will be occurring in the near future. Mr. Figler was anticipating an Open House and Ribbon Cutting within the near future.

**Reminders:** Dr. Aiken reviewed the list of reminders. A question arose about a graduation speaker, and Dr. Aiken does not anticipate having a speaker for graduation.

**Presidential Activities Report:** Dr. Aiken reviewed the Presidential Activities report and advised that the majority of activities were done on campus. He updated the Board on the career coach position. Originally, SCC was informed that a match was required to secure the funds. The match request was later rescinded since Columbus County is a Tier 1 county. These unused matching funds will be used to employ an additional part-time coach.

Dr. Aiken briefly discussed the \$300 bonus approved for faculty and staff in December. He stated that SCC employees have worked for almost two years without an increase and that additional funds from the state were received based upon performance measures. The college has the discretion to use the additional funds for employee bonuses if desired. Dr. Aiken told the board how appreciative employees were for the bonus.

Dr. Aiken discussed the idea of moving Columbus Career and College Academy (CCCA) students from the Fair Bluff campus to the SCC campus. He briefly spoke about meetings that the county school system has recently held regarding the possible closure and/or consolidation of schools due to budget restraints. Dr. Aiken stated that the college has agreed to support the proposed move but is not the leader. He indicated that there is space to accommodate the additional students and that he does not foresee any problems associated with the move. Dr. Aiken will keep the trustees updated as events and timelines become clearer.

**Chairman's Comments:** Mr. Edmund discussed the Board Self Evaluation instrument and the fact that the trustees need to complete one within the near future and return to the President's office for an overall compilation of results. He also stated that the self-evaluation is a SACS requirement.

**Board of Trustees Bylaws** – Mr. Edmund discussed the need for the Board of Trustees to have an up-to-date set of bylaws. There are policies and procedures in effect but no bylaws have been located. Dr. Aiken is working on bylaws for the Board of Trustees and plans are to present a draft to the Board during the March 9 meeting with an adoption date during the May 2020 regular meeting.

**Request to Enter Closed Session** – A motion was made by Mr. Randy Britt to enter Closed Session in accordance with N.C.G.S. 143-318.11(a)(1) to discuss Presidential Search Firm Process. Mr. Jack Hooks seconded the motion. Motion carried unanimously.

Mr. Jack Hooks advised that the bidding process for a search firm was done in open session in December; therefore, any discussion regarding the search firm process to this point is open to the public. **The trustees returned to open session based upon a motion by Jack Hooks to return to open session, seconded by Mr. Randy Britt and approved unanimously.**

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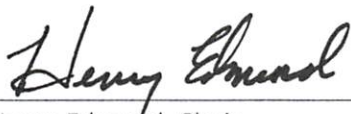
Discussion continued and a motion was made by Mr. Randy Britt for the Executive Committee to develop a procedure to hear presentations from the top 3 consulting firms. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

A motion was made by Mr. Jack Hooks to adjourn at 6:50 p.m. Mr. Randy Britt seconded the motion. Motion carried unanimously.



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William Aiken, Ed.D.  
Interim President



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Henry Edmund, Chair  
SCC Board of Trustees