



Minutes of the Southeastern Community College Board of Trustees

Monday, November 9, 2020 at 5:30 p.m.

T Building, Room 120-122

**Present:** Judge Jack Hooks, Chair; Mr. Joe Hooks, Vice Chair; Ms. Theresa Blanks, Mr. Randy Britt; Dr. Maudie Davis (by phone), Mr. Henry Edmund, Mr. Bobby Ezzell, Ms. Crystal Frink, Dr. Timothy Lance, Dr. Gary Lanier, Ms. Emma Shaw, Mr. Gene Wayman, and Ms. Mackenzie Park, Student Trustee

**Others Present:** Dr. Chris English, President; Dr. Michael Ayers, VP/Education and Training; Dr. Sylvia Cox, VP/Student Services; Mr. Dan Figler, VP/Administrative Services; Ms. Kathy Britt, Recording Secretary, Mr. David Gore, Tech Support; and Mr. Thomas Sherrill, News Reporter.

**Welcome:** Judge Hooks welcomed everyone to the meeting.

**Ethics Statement:** Judge Hooks 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.

**Recognition of Outgoing Board Member** – Judge Hooks recognized outgoing trustee Terray Suggs for his service to the Board of Trustees from 2012-2020. Mr. Suggs is a Governor's appointee whose term recently expired. Judge Hooks asked for a motion to adopt a resolution in tribute to Mr. Suggs. **A motion was made by Dr. Gary Lanier to approve. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

**Oath of Office:** Clerk of Superior Court Jess Hill administered the Oath of Office to newly appointed trustees, Dr. Timothy Lance and Mr. Eugene Wayman. Dr. Lance was appointed by the Governor's office for a four-year term expiring June 30, 2024; Mr. Wayman was appointed by the Columbus County Board of Commissioners to fill the unexpired term (June 30, 2022) of deceased trustee, Ms. Pickett Council.

**Introduction of New Trustees:** Judge Hooks introduced Dr. Lance and Mr. Wayman to the Board of Trustees. Dr. Lance addressed the Board and advised that he is a retired US Army Chaplain, is currently a school counselor and the pastor of Mt. Olive Missionary Baptist Church. Mr. Wayman is a retired US Air Force Colonel and is currently pastor of Trinity Episcopal Church in Lumberton, NC. The Board of Trustees welcomed the new members.

**Introduction of New Employees:** Dr. Cox introduced Ms. Wendy Watts, Student Advisor. Ms. Watts has 27 years of service in higher education, most recently at Coastal Carolina. She is glad to be here and looks forward to serving the students at Southeastern.

Dr. Cox advised that Ms. Colene Faulk was hired as the Early College Liaison effective September 28, 2020. Ms. Faulk was unable to be in attendance, and Dr. Cox advised that she is excited to welcome Ms. Faulk back to the college.



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**Voting Items:**

**Approval of Agenda:** A motion was made by Mr. Henry Edmund and seconded by Mr. Randy Britt to approve the November 9 meeting agenda. Motion carried unanimously.

**Approval of Minutes:** A motion was made by Mr. Joe Hooks to approve September 14, 2020 meeting minutes. Dr. Gary Lanier seconded the motion. Motion carried unanimously.

**Approval of Education and Training Documents:** A motion was made by Mr. Randy Britt to approve the 2020-2023 Workforce and Continuing Education Class Visitation Plan and the 2020-2023 Accountability and Integrity Plan. Ms. Emma Shaw seconded the motion. Motion carried unanimously.

**Approval of Policy 6.14 (Revision) Write Off of Uncollectible Accounts, Policy 1.10 Sound Fiscal and Management Practices, and Policy 6.15 Budgeting Process.**

**The Finance / Investment Committee met on Thursday, November 5, 2020 and recommended approval by the full Board of Trustees on the following actions: *(See page 3 for Board action.)***

Finance / Investment Committee Chairman, Henry Edmund, called on Vice President / Administrative Services Dan Figler to provide an overview of the policies. Mr. Figler advised that he is requesting approval of a revision to existing Policy 6.14 that has been condensed to a short statement policy. A procedure is being developed.

Mr. Figler requested approval of Policy 1.10 Sound Fiscal and Management Practices. He discussed background information and advised that the policy was originally with the State Board of Community Colleges as 200.4 fiscal policy. With approval of this policy by the Board of Trustees, the college will now have its own policy.

Mr. Figler discussed Policy 6.15 Budgeting Process. He highlighted various areas of the policy and advised that this policy empowers the president to pay salaries and the college's other ordinary operating expenses for the interval between the beginning of the new fiscal year and the adoption of the state budget.

**Discussion and Request Approval of Fee Change for Columbus Career and college Academy (CCCA):**

Mr. Edmund asked Mr. Figler to continue with request of approval of fee change for Columbus Career and College Academy. A copy of the Memorandum of Understanding between Columbus County Schools and Southeastern was included in the agenda packet. It was determined that a flat fee is better than individual policies and provides a way to relieve some of the burden on parents with a percentage of the fee going toward student activities. All students participate in student activities.





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**Budget Transfers:** Mr. Figler discussed Total Budget vs Expenditures report as of September 30, 2020 and advised that the college is on target with 27% spending rate through September. There are specific and restricted allocations for COVID. The deadline for a majority of the spending is December 30, 2020 or it has to be returned to the US Treasury.

The Facilities Committee met on October 12, discussed and approved to move forward to the Board of Trustees on the following projects:

**FCAP – Facilities Condition Assessment Program** – Required for Strategic Plan and future funding for Capital Projects ten-year plan at a cost of \$65,000

**Fencing Project** – Chain link fence around perimeter at a cost of at least \$50,000. The college will develop a Request for Quote.

**A motion was made by Mr. Henry Edmund, based upon Finance / Investment Committee meeting vote on November 5, 2020, and Facilities Committee vote on October 12, 2020 to move forward to the full Board of Trustees for approval. The motion includes approval of Policy 6.14, Policy 1.10, Policy 6.15, Fee Change for Columbus Career and College Academy, Budget Transfer, Facilities Condition Assessment Program (FCAP) and Fencing Project (FCAP). The motion was approved unanimously.**

**Approval to Endorse myFutureNC:** Dr. English discussed the statewide non-profit organization that is focused on educational attainment and is a result of cross-sector collaboration between North Carolina leaders in education, business, and government. Research has been done that shows NC will be short 400,000 skilled employees by 2030 and the desire is for 58 community colleges to partner with business and industry. The goal is to have 2,000,000 credentialed students by the year 2030. Dr. English read the proposed endorsement and opened the floor for questions. **A motion was made by Dr. Gary Lanier to approve the myFutureNC endorsement document on this ninth day of November, 2020. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

**Request to Reschedule January 11 meeting to January 25, 2021:** Dr. English requested approval to reschedule the January 11, 2021 meeting to Monday, January 25, 2021. **A motion was made by Mr. Randy Britt and seconded by Mr. Henry Edmund to reschedule the Board meeting to Monday, January 25, 2021. Motion approved unanimously.**

**Facilities Committee:** The Facilities Committee Chairman, Joe Hooks, updated the Board of Trustees about its meeting on October 12, 2020. Minutes of the Facilities Committee were included in the agenda packet and show items that were discussed. The committee members are Joe Hooks, Henry Edmund, Randy Britt, and Bobby Ezzell. *Mr. Joe Hooks asked for a motion from Committee Members to*



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*approve Facilities Committee meeting minutes of October 12, 2020 and to recommend approval from the Board of Trustees of the Committee's recommendations. A motion was made by Mr. Henry Edmund to approve October 12, 2020 Facilities Committee Meeting minutes and to move forward with the Committee's recommendation to the Board of Trustees for approval. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.*

**Finance and Investment Committee Report** – Vice President Dan Figler discussed information pertaining to the November 5, 2020 meeting, and a copy of the minutes was included in the agenda packet.

**College Reports:**

President's Update – Dr. English discussed the following points:

- Upcoming retirement (effective February 1, 2021) of Executive Assistant to the President and Board of Trustees, Kathy Britt
- Dr. English has interacted with several county commissioners and requested assistance with meeting new commissioners.
- Campus tour with Brunswick Electric Rural Consumers Services Corporation Board
- Hosted meeting with Columbus County Fire Chiefs
- Celebrated \$5,000 donation for the Early College Masonry program
- Contact with Margaret Burdette to assist with SACSCOC Compliance Report, due March 1, 2021
- QEP discussion and trustees will be a part of the process
- March-September 2021 will be very busy with final push on reaffirmation process
- Tour of Gig East Entrepreneur Center and Wilson Community College
- Roundtable with Student Ambassadors; Middle School experience with Earth Day brought them back to SCC for college experience
- Food Trucks on campus
- Student Interest in Disc Golf and Dance
- Students want to be active on campus

**Personnel Report** - Dr. English reviewed the Personnel Update report and discussed internal organizational changes. A copy of the report was included in the agenda packet.

**Clery Act Report** – Dr. English called on Human Resources Director Bill Maulsby to discuss the Clery Act. Mr. Maulsby discussed the Crime Awareness and Campus Security Act of 1990 Annual Report and the need to communicate clearly. There are consequences such as limiting Title IX funding if crimes are not reported as required. The college has a responsibility to act on information received if a report is filed. Mr. Maulsby provided examples of ways that all college employees are required to notify the appropriate authorities, and a copy of the 2019 report was included in the agenda packet.





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**Education and Training Report** – Dr. Michael Ayers highlighted various aspects of the Education and Training report. He stated that he was impressed with the way faculty worked with students during the COVID pandemic while trying to ensure students were learning. Dr. Ayers advised that he met with all directors in Workforce and Continuing Education as the transition occurred with his new role as the Vice President of Training and Education. He discussed the SACS reaffirmation process and advised that the college is working on the ABET accreditation program. Dr. Ayers also referred to a handwritten note received from a student giving kudos to a part-time employee.

**Administrative Services Activities Report** – Mr. Figler discussed the Administrative Services Activities Report. He spoke about the FY 2019-2020 audit and indicated that the report could possibly be finished by February, 2021. Mr. Figler also discussed Information Technology and how staff is working to minimize cyber security threats. Mr. Figler's report included an update on the Business Office, Facilities Maintenance, and Informational Technology.

**Student Services** – Dr. Cox highlighted information included in the Student Services report: Advising and registration for spring and summer 2021 is in progress; Dr. Cox was a virtual observer on a SACSCOC on-site visit; QEP; AmeriCorps Seniors (RSVP) hosted a financial literacy workshop on October 28; distribution of additional CARES Act funds to traditional students enrolled in curriculum programs in Fall 2020; Financial Aid staff hosted virtual Free application for Federal Student Aid (FAFSA) events for high schools; toured automotive programs at East and West Columbus High Schools; Career Coaches are making weekly visits to Columbus County High School campuses; Virtual meeting with Lees-McRae College to discuss partnership possibilities; participant in Virtual Transfer Tour and College Exploration; Educational Talent Search Counselors attended virtual Council for Opportunity in Education National Conference; NCWorks Career Center assisted 441 individuals with various needs; NCWorks Career Center enrolled 30 new Workforce Innovation and Opportunity Act (WIOA) participants to date for FY 20-21.

**Student Government Association (SGA) Report** – SGA President Mackenzie Park reviewed the activities report and discussed upcoming events. A copy of the report was included in the agenda packet.

**Chairman's Comments:**

**Board of Trustees Self Evaluation** - Judge Hooks discussed results of the Board of Trustees Self Evaluation for FY 2019-2020. He said the self-evaluation process provides insight into the responsibilities of a trustee and their job of overseeing the operation of the college.

**Trustee Training and Ethics Training** – Judge Hooks gave a reminder about required Ethics Training and New/Reappointed Trustee training for any trustees who are due.



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**Old Business:**

**Approval of Board of Trustees Bylaws** - Dr. English presented the Bylaws of the Trustees of Southeastern Community College document for approval. The document has been on the March, May, and July, 2020 regular Board of Trustees meeting agendas and was pushed forward until a new president was hired, as well as the anticipated election of a new board chair. Dr. English asked for any questions / comments about the document and asked for approval by the Board. **A motion was made by Mr. Joe Hooks to adopt the Bylaws of the Trustees of Southeastern Community College and was seconded by Mr. Randy Britt. The motion was unanimously approved.**

**New Business:**

**Discussion of Proposed Rams Club Bylaws** - Dr. Cox discussed proposed Rams Club Bylaws. The college hasn't had a club in the past six years, and according to Dr. Cox, it would be beneficial to consider a booster type of club. A booster club usually has financial fund raising support and would consist of more community involvement. A brief discussion was held and dues in the past were \$100. A Rams Club would also provide lots of advertising opportunities for sponsors. It was noted that the college is not requesting approval of the bylaws during this meeting but plans are to bring it back to the Board for consideration during the January 25 meeting.

**Reminders** – Judge Hooks reviewed upcoming events as shown on the agenda.

**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)(4) to consider an Economic Development matter. Mr. Henry Edmund seconded the motion. Motion carried unanimously.

**A motion was made by Mr. Henry Edmund and seconded by Mr. Randy Britt to return to Open Session. The motion was unanimously approved.**

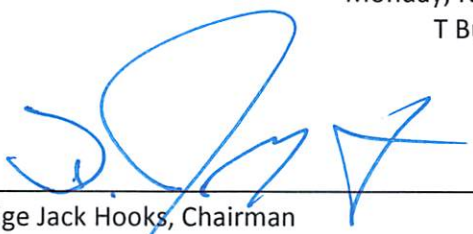
**There was no further business and a motion was made by Mr. Henry Edmund to adjourn at 8:05 p.m. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

Dr. Chris English, President

1/25/2021



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Judge Jack Hooks, Chairman  
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