

**Minutes of the Board of Trustees
Southeastern Community College
March 9, 2020, A Building, Hooks Boardroom**

Present: Mr. Henry Edmund, Chair; Mr. Randy Britt, Mr. Joe Hooks, Dr. Maudie Davis, Dr. Gary Lanier, Ms. Theresa Blanks, and Ms. Crystal Frink

Absent: Mr. Robert Ezzell, Ms. Pickett Council, Ms. Emma Shaw, Mr. Jack Hooks, and Mr. Terray Suggs

Others Present: Dr. Bill Aiken, Interim President; Mr. Dan Figler, VP/Administrative Services; Dr. 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; Mr. Marcus Gallagher, Faculty Senate President; Mr. Josh Snyder, SGA President, Mr. Justin Smith, The News Reporter; and Ms. Kathy Britt, Recording Secretary

Welcome: Mr. Edmund welcomed everyone to the meeting.

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 Dr. Gary Lanier to adopt the meeting agenda as presented. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.

Approval of Minutes: Mr. Edmund requested approval of minutes. A motion was made by Mr. Randy Britt to approve the January 13, 2020 Regular Session, January 22, 2020 Executive Committee Special Session, February 6, 2020 Special Session, and the February 18, 2020 Special Session minutes. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

Approval of Budget Transfers through February 28, 2020: Mr. Figler presented the budget transfers report and answered questions from the trustees. A motion was made by Dr. Gary Lanier to approve the budget transfers report as presented. Dr. Maudie Davis seconded the motion. Motion carried unanimously.

Approval of Proposed Policy 6.14, Write-off of Uncollectible Accounts Receivable: Mr. Figler requested approval of proposed Policy 6.14 to address uncollectible debt. He stated that it has been twenty years since the college has had a debt write-off.

Per NC General Statute 105A – The College shall establish a policy and procedures to govern techniques for collection of Accounts Receivables, Delinquent Accounts and the Writing these Accounts Off as uncollectible.

These techniques may include use of credit reporting bureaus, judicial remedies authorized by law, state approved collection agencies and Administrative Set-off by a reduction of an individual’s state tax refund pursuant to the Setoff Debt Collection Act, NCGS 105A, or a reduction of another payment, other than payroll, due from the college to a person to reduce or eliminate an account receivable that the person owes the college.

Southeastern Community College’s procedure for Write-Offs will consider two fiscal years as current. Any debt outside this limit will be considered Uncollectible and a list of debts will be submitted as Write Offs at the end of current fiscal Year to the Board of Trustees annually during the May Board Meetings.

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This write off does not release the debt to the obligator and it is still fully enforceable. This write-off changes the status of a receivable from collectible to non-collectible at this time. VP Administrative Services/CFO BOT: March 09, 2020

A motion was made by Mr. Randy Britt to approve proposed Policy 6.14 – Write Off of Uncollectible Accounts Receivable. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.

Approval of Board of Trustees Self Evaluation Policy (SACS):

Policy ____ *Board of Trustees Self Evaluation: The Board of Trustees of Southeastern Community College defines and regularly evaluates its responsibilities and expectations.*

A motion was made by Mr. Joe Hooks to approve the proposed Board of Trustees Self Evaluation Policy. Dr. Gary Lanier seconded the motion. Motion carried unanimously.

Approval of Entities Policy: Dr. Aiken presented the following proposed Entities Policy for approval:

Policy ____ *The President of Southeastern Community College has ultimate responsibility for, and exercises appropriate control over the following:*

- a. The institution's educational, administrative, and fiscal programs and services.*
- b. The institution's intercollegiate athletics program.*
- c. The institution's fund-raising activities*

A motion was made by Dr. Gary Lanier to approve the proposed Entities policy. Mr. Randy Britt seconded the motion. Motion carried unanimously.

Review Proposed Bylaws of the Board of Trustees: Dr. Aiken presented proposed Bylaws of the Board of Trustees for review. Dr. Aiken spoke about the importance of the document because it describes how the college will operate and outlines everything it does. The bylaws will be a voting item during the May 11, 2020 Board of Trustees meeting.

Personnel Update: Dr. Aiken reviewed the Personnel Update report. He noted that Ms. Verlene Primus, Childcare Lab Assistant will be retiring effective June 1, 2020. Advertising for the position will begin soon.

Student Government Association Activities Report: SGA President, Josh Snyder, presented an activities report for the period January 13 – March 9, 2020. He discussed a recent trip to Orlando, FL and the great benefit these conferences are to SGA attendees. Mr. Snyder spoke about his positive experiences while serving as the SGA President. The Board Chair, Mr. Henry Edmund, stated that the video clip Mr. Snyder provided for the joint budget meeting with the County Commissioners was extraordinarily good and stated that Mr. Snyder's presentation was well received by all.

Student Services Update: Dr. Sylvia Cox presented the Student Services Update and highlighted key points regarding the following areas: Student Support Services, Outreach, Columbus Career and College

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Academy-Early College, NC Career Coach, Educational Talent Search, University Partner Events, and Workshop and Conferences. A copy of the report was included in the agenda packet.

Workforce and Community Development Division Update, March 2020: Ms. Beverlee Nance presented the Workforce and Community Development Division update and highlighted key points: Fall Semester Enrollment and FTE – Workforce Continuing Education FTE Increase of 8.39%; Basic Skills – 18.97%; Occ Ext – 2.62%. Ms. Nance also reviewed Employer Engagement, Employer Driven Pathway, Customized Training for Industry, EMS/Fire Training, Grants – Workforce Continuing Education, Columbus County NC Works Career Center, and Retired Senior Volunteer Program (RSVP).

Class Visitation Report: Workforce and Community Development: Ms. Nance presented the Class Visitation Report for Fall Semester 2019 as required to be reviewed and approved by the Board of Trustees. A copy of the report was included in the agenda packet.

Child Development Center Update: Dr. Aiken called on Child Care Center Director, Dr. Natalie Rackley, to provide an update on the Child Development Center. The Center serves children ages 2-5 and holds a five-star national accreditation rating. She advised that the Center reports to multiple agencies and that it is assessed on a yearly basis. Dr. Rackley discussed professional development opportunities provided to employees and advised that academics are embedded into every activity. There are multiple family events which allows a link between home and school. Currently the Center is at capacity with 45 children and is helping meet the needs of community and students who need child care resources. Dr. Rackley indicated that the Center is exploring an after-school program. She further advised that the Center offers competitive child care rates. The most recent five-star rating was awarded in November, 2019. Dr. Rackley concluded the update, and a brief discussion was held about options that are being explored regarding needed improvements on and around the facility such as water being diverted from the building and improvements to the playground.

Academic Affairs Update: Dr. Michael Ayers presented the Academic Affairs Update and highlighted key points, SACSCOC Progress (report due 1 year from now) massive amount of information to compile, on-site visit in 18 months; Campus Labs and IDEA, Quality Matters Initiative, Associate Degree Nursing Admission Changes, and Finish First Initiative. A copy of the report was included in the agenda packet.

Administrative Services and Facilities Update: Mr. Dan Figler presented the Administrative Services and Facilities Update, and he highlighted key points: Human Resources is ready to go live with NEOGOV, a public sector software designed to manage Human Resources with applicant tracking software, job postings and on-line web based applications, assist with search committees' valuations, employment packages, and onboarding of new employees.

Facilities Update: Mr. Figler advised that Beneficial Occupancy has been issued by the State for Building M; Columbus College and Career Academy will be utilizing the east and west wings of Building M for academic year 2020-2021.

A copy of the full update was included in the agenda packet.

Restatement of Bookstore Income and Expenses FY 2018-2019: Mr. Figler presented information regarding the Bookstore Income and Expenses FY2018-19 Restatement. He stated that there was an

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error in the amount of inventory calculated for year ending June 30, 2019 resulting in the erred amount being transferred over to FY 2019-20 as beginning inventory. The inventory for FY2019 has been recalculated and restated and a detailed account of the restatement was included in the agenda backup documentation. Mr. Figler stated that when errors like this occur, it is brought back to the Board of Trustees for informational purposes. He also advised that handheld scanners have been purchased to alleviate some of the issues.

Reminders: A list of reminders was included on the agenda.

President's Report: Dr. Aiken reviewed the President's Activities Report for the period January 14 – March 9, 2020. A copy was included in the agenda packet.

Chairman's Comments: Mr. Henry Edmund reminded the trustees of the April 15 deadline to submit Statement of Economic Interest reports. A copy of the Ethics Commission Compliance report was included in the agenda packet showing when the trustees are due to complete Ethics Training.


Board of Trustees Self Evaluation Forms: Mr. Edmund encouraged the trustees to return self-evaluation forms to the President's Office as soon as possible. The self-evaluation forms are a part of the SACS report.

Special Session Board of Trustees Meeting: Mr. Edmund reminded the Board of the Special Session meeting scheduled for Thursday, March 12, 2020 at 5:00 pm to consider approval of the proposed Presidential Profile as submitted by the Search Committee during its meeting on March 10, 2020.

There was no further business, and a motion to adjourn was made by Mr. Randy Britt. Dr. Gary Lanier seconded the motion. Motion carried unanimously.



William Aiken, Ed.D.
Interim President



Henry Edmund, Chair
SCC Board of Trustees