

Minutes of the Southeastern Community College Board of Trustees
Monday, May 11, 2020 at 5:30 pm
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, Mr. Robert Ezzell, Ms. Pickett Council, Mr. Jack Hooks

Absent: Ms. Emma Shaw 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. 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. Mr. Randy Britt seconded the motion. Motion carried unanimously.

Approval of Minutes: Mr. Edmund requested approval of minutes. A motion was made by Dr. Gary Lanier to approve the March 4 Special Session, March 9 Regular Session, March 12 Special Session, and March 20, 2020 Emergency Session Minutes. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.

Approval of Budget Transfers for March-April, 2020: Mr. Dan Figler, VP/Administrative Services presented the budget transfer report for March-April and advised that spending is on tract as of April 30 and 79% of the budget has been spent. A motion was made by Mr. Randy Britt to approve budget transfers for March-April, 2020. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

Approval of Degree Programs: Dr. Ayers requested approval of two degree programs, Associate in Arts in Teacher Preparation (AATP) Degree (A1010T) and Associate in Science in Teacher Preparation (ASTP) Degree (A1040T). If approved, the college would like to offer the programs for fall semester. Dr. Ayers briefly discussed and advised that he does not anticipate the need for additional faculty. He spoke about the nationwide shortage of teachers and the great need for qualified educators.

A motion was made by Mr. Joe Hooks to approve the requested Associate in Arts in Teacher Preparation (A1010T) and Associate in Science in Teacher Preparation (A1040T) degree programs. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.

Approval of Revised Policy 4.09 Admissions: Dr. Sylvia Cox presented current Policy 4.09 Admissions-General and requested approval of revised Policy 4.09. The revised policy verbiage requires applicants seeking admission to the College to provide a social security number during admission and enrollment processing with few exceptions as stated. After discussion, a motion was made by Mr. Bobby Ezzell to approve revised Policy 4.09 Admissions as stated. Mr. Randy Britt seconded the motion. Motion carried unanimously.

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Approval of 2020-2021 Holiday Leave Schedule: Dr. Aiken presented a proposed FY 2020-2021 Holiday Leave Schedule for consideration. A motion was made by Dr. Gary Lanier to approve proposed holiday schedule as presented. Mr. Jack Hooks seconded the motion. Motion carried unanimously.

2020-2021 COLLEGE HOLIDAY / VACATION DAY SCHEDULE

Independence Day-----**Holiday**-----**Friday, July 3, 2020**

Labor Day-----**Holiday**-----**Monday, September 7, 2020**

Thanksgiving-----**Holidays**-----**Thursday-Friday, November 26-27, 2020**

Winter Break-----**Vacation Days**-----**Tuesday-Wednesday, December 22-23, 2020**

College will be closed. Staff will be required to take two vacation days.

Christmas-----**Holidays**-----**Thurs-Tuesday, December 24-29, 2020**

Winter Break-----**Vacation Days**-----**Wednesday-Thursday, December 30-31, 2020**

College will be closed. Staff will be required to take two vacation days.

New Year's Day-----**Holiday**-----**Friday, January 1, 2021**

Dr. Martin Luther King Jr. Day-----**Holiday**-----**Monday, January 18, 2021**

Good Friday-----**Holiday**-----**Friday, April 2, 2021**

Memorial Day-----**Holiday**-----**Monday, May 31, 2021**

ATTENTION STAFF: Leave days are planned to maximize energy savings; therefore, all staff will take four vacation days from December 22-23 and December 30-31. The campus offices and buildings will be closed beginning at 5 p.m. on Monday, December 21, 2020 through Sunday, January 3, 2021, except for necessary classes. The college will reopen on Monday, January 4, 2021. Supervisors will continue to use their discretion in requesting special assistance from personnel during these holidays.

On the following days, the college will be closed to the public, except for scheduled continuing education classes. These days will be optional staff work days. Supervisors are encouraged to allow staff to take vacation on these days. There will be no minimum staffing requirements on these days.

-Wednesday, November 25, 2020

-Monday, December 21, 2020

-Monday, April 5, 2021

ATTENTION FACULTY: The first college scheduled activity for faculty for the fall 2020 semester will be on Monday, August 10, 2020. The first college scheduled activity for faculty for the spring 2021 semester will be on Monday, January 4, 2021.

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Information Items:

Academic Affairs Update – Dr. Michael Ayers presented an update on Academic Affairs:

- Student learning continued as challenges were presented due to COVID-19. Dr. Ayers was impressed with the all-hands-on-deck approach from everyone as the college transitioned from traditional classes to online classes in a very short period of time.
- Golden Leaf grant for \$500,000 recently awarded to the college.
- Work with SACSCOC moving along nicely. It is a comprehensive review, and the Board of Trustees can expect more policies in near future.
- Academic Catalog and Student Handbook will be completed soon.
- QEP is major part of the SACS reaccreditation process and Dr. Cox is leading.

Student Services Update – Dr. Sylvia Cox presented an update on Student Services and a copy of the report was included in the agenda packet:

- Student Support Services
- Outreach
- Columbus Career and College Academy – Early College
- University Partner Events
- Workshops and Conferences

Workforce and Community Development Update – Ms. Beverlee Nance presented the Workforce and Community Development Division update and a copy of the report was included in the agenda packet:

- Operational Update – COVID-19 related
- Employer Engagement
- Customized Training for Industry
- EMS/Fire Training
- In-Service Law Enforcement
- Small Business Center (Since COVID-19 outbreak in March)
- Columbus County NCWorks Career Center
- RSVP

Administrative Services and Facilities Update – Mr. Dan Figler presented the Administrative Services Activities Report and a copy of the report was included in the agenda packet:

- Discussion of Personal Protection Equipment orders
- SMO – Custodial Service regularly cleaning and disinfecting
- Bookstore Update
- IT Department Update
- Human Resources Update and effects of Pandemic on Performance Evaluations resulting in process change
- Interview Committees
- Health and Safety Issues
- Business Office Update and Mailroom Operations
- Plant Operations – Paving Project, Building M refurbishment for future CCCA and Early College relocation

President's Activities Report – Dr. Aiken presented the President's Activities Report and a copy was included in the agenda packet. He discussed information regarding COVID 19 and its effects throughout the system. He has been

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involved in numerous virtual Leadership meetings, webinars, and meetings with the System Office and Presidents Association and updated the Board on status.

Chairman's Comments:

In Appreciation - Mr. Edmund expressed appreciation to Dr. Aiken, faculty, and staff on everything that has been done to keep the college operating as it converted classes to a virtual environment.

Nominating Committee – Mr. Edmund appointed the FY 2020-2021 Nominating Committee which consisted of Mr. Bobby Ezzell, Ms. Theresa Blanks, Mr. Joe Hooks, and Ms. Emma Shaw. All of the trustees appointed agreed to serve.

Strategic Planning Meeting – Mr. Edmund advised that the Strategic Planning meeting that is usually held in June will be postponed until the new president is in place, around July or August.

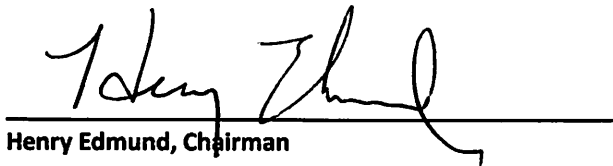
Consideration of Board of Trustees Bylaws – Mr. Edmund advised that new leaders have their own ideas and that he was postponing consideration of adopting the proposed bylaws until the July meeting.

Discussion of Mural in D Building Auditorium – A brief discussion was held regarding the ownership and possible relocation of the mural in the D Building lobby. The trustees requested that the matter be researched and chain of events information provided to the trustees.

There was no further business, and a motion was made by Mr. Randy Britt to adjourn at 6:22 pm. Dr. Gary Lanier seconded the motion. Motion carried unanimously.



William C. Aiken, Interim President



Henry Edmund, Chairman