

Minutes of the Southeastern Community College Board of Trustees
Monday, July 13, 2020 at 5:30 p.m.
A Building, Hooks Boardroom

Present: Henry Edmund, Chair; Dr. Maudie Davis, Vice Chair; Bobby Ezzell, Randy Britt, Emma Shaw, Theresa Blanks, Joe Hooks, Jack Hooks, Dr. Gary Lanier, Pickett Council (by phone), and Crystal Frink (by phone)

Absent: Terray Suggs

Others Present: Dr. Bill Aiken, Interim President; Dr. Chris English, Incoming President (by phone); Dr. Michael Ayers, VP/Academic Affairs; Dr. Sylvia Cox, VP/Student Services; Beverlee Nance, VP/Workforce and Community Development; Dan Figler, VP/Administrative Services; Haylee Damato, Marketing Director; Kathy Britt, Recording Secretary; David Gore, Tech Support; and Justin Smith, News Reporter

Dr. Aiken advised that due to the COVID 19 pandemic, the college is adhering to social distancing guidelines and in order to abide by the open meetings law, citizens who wish to listen to the meeting may do so via WebEx technology. A telephone number for citizens to join the meeting was posted on the college's website. Any individual who wishes to join, will sign in. They can hear the proceedings but will not have the ability to speak to the Board of Trustees.

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 Mr. Randy Britt to adopt the meeting agenda as presented. Dr. Gary Lanier seconded the motion. Motion carried unanimously.

Oath of Office: Clerk of Superior Court Jess Hill administered the Oath of Office to reappointed trustees Mr. Randy Britt and Mr. Bobby Ezzell. Mr. Britt was reappointed by the Columbus County Board of Education for a four-year term that expires June 30, 2024; Mr. Ezzell was reappointed by the Columbus County Board of Commissioners for a four-year term that expires June 30, 2024.

Approval of Minutes: Mr. Edmund requested approval of minutes. A motion was made by Mr. Bobby Ezzell to adopt the following sets of minutes: Dr. Gary Lanier seconded the motion. Motion carried unanimously. May 11, 2020 (Regular Session); May 19, 2020 (Special Session/Executive Committee); May 26-29, 2020 (Special Sessions); June 5, 2020 (Special Session).

Approval of Budget Transfers for May-June, 2020: Mr. Dan Figler presented the budget transfers report and requested approval of the report. Mr. Figler briefly discussed carryover funds. A motion was made by Dr. Gary Lanier to approve the Budget Transfers report for May-June 2020. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

Minutes of the Southeastern Community College Board of Trustees
Monday, July 13, 2020 at 5:30 p.m.
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Approval of Bookstore mark-up in accordance with Policy 6.11: Mr. Figler spoke about the decline in revenues associated with the book store due to the COVID-19 pandemic. He stated that there has been no foot-traffic in the store for approximately 5 months coupled with the decrease from 20 percent to 15 percent markup on sales of textbooks for FY 2019-2020. Mr. Figler discussed the struggle and advised that bookstore profits came from text books. He was not optimistic about the future for sales. *Minutes Amended 9-14-20 to include the following statement: Textbooks for Early College / High School students will not have a markup.* **A motion was made by Mr. Bobby Ezzell to return to a 20% markup on sales of text books, with the exclusion of textbooks for Early College / High School students. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

Approval of Transfers from Vending Profits in accordance with Policy 6.10 Use of Profits from Vending Machines and other Convenience Concessions: Dr. Aiken requested approval to transfer \$7,000 from the Vending Commission Account to the President's Discretionary Funds for FY 2020-2021 fiscal year. A projected list of expenditures was included in the agenda packet. Dr. Aiken also requested approval to transfer \$93,009 from the Vending Commission Account to SCC Athletic Programs Funds for the 2020-2021 fiscal year. Dr. Aiken explained that this amount is needed to offset the net expenses incurred in college athletic programs. In the past, net profits from the Orcutt Bookstore were used to fund the deficit in Athletics. **A motion was made by Dr. Gary Lanier to approve transfer requests of \$7,000 to President's Discretionary fund and \$93,009 to Athletic Programs Funds as indicated. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

Approval of 2020-2021 Nursing Course Fees: Dr. Michael Ayers requested approval of \$75 for the following courses: NUR 111, 112, 113, 213, 101, 102, and 103. The fee will give students access to "Swift River," a virtual clinical experience that the college has piloted and wishes to adopt permanently. **A motion was made by Mr. Randy Britt to add \$75 fee per course for fall semester. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

Approval of Financial Aid Policies: Dr. Cox requested approval of the following Financial Aid Policies in light of the upcoming SACSCOC reaffirmation. She indicated that some are simply for clarification purposes or outdated polices: **A motion was made by Mr. Jack Hooks to approve agenda item 8 A-E, Policies 4.07, 4.08, 4.09, 4.10 and 4.11. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

Approval of Other Policies: Dr. Cox requested approval of Copyright Policy 2.10, Due Process Policy 4.04, and Vaccination Policy 4.17. Discussion was held and a motion was made by Mr. Jack Hooks to approve Copyright Policy 2.10. Mr. Randy Britt seconded the motion. Motion carried unanimously. Other policies are discussed below.

Dr. Aiken commended the Board for its attentiveness as it considers ramifications of these policies and the questions raised. He stated that the Board is a policy-making body as opposed to day-to-day operations and suggested that it table policy 4.04 until discrepancies are resolved. Dr. Aiken further advised that many colleges have sub-committees to deal with policy revisions. Trustee Jack Hooks indicated that he was very comfortable with forming a sub-committee or workgroup. **A motion was**

Minutes of the Southeastern Community College Board of Trustees
Monday, July 13, 2020 at 5:30 p.m.
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made by Mr. Randy Britt to table consideration of the Due Process Policy 4.04 until the September 14 meeting. Mr. Jack Hooks seconded the motion. Motion carried unanimously.

A brief discussion was held regarding the makeup of a policy subcommittee. Ms. Crystal Frink volunteered to serve on a workgroup to consider Due Process Policy 4.04. It was decided that it is most appropriate for the incoming president, Dr. Chris English, to assist with establishment of a subcommittee. Dr. Aiken advised that there is an overarching implementation for other policies that will affect the Student Code of Conduct. He further emphasized the importance of consistency.

Dr. Aiken expressed concerns that no committees have been established to address Student Services, Academic Affairs, and Workforce and Community Development; preparations are being made to address this matter as well. In regards to Administrative Services, there is an Investment Committee and a Facilities Committee. He indicated that the proposed bylaws (included in the March agenda packet) has not been adopted by the Board of Trustees, and these items could easily be accomplished prior to the adoption of the Board's Bylaws. He stated that subcommittees generally work in the same manner as the Executive Committee. Mr. Jack Hooks appreciated the information received about subcommittees and/or workgroups. He indicated that he would appreciate the receipt of any historical information that is available.

Vaccination Policy 4.17 – Dr. Cox spoke briefly about the Vaccination Policy 4.17 and requested approval. A motion was made by Mr. Joe Hooks to approve Vaccination Policy 4.17. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.

Report of Nominating Committee and Election of Officers – Mr. Henry Edmund advised that the 2020 Nominating Committee consisted of Mr. Joe Hooks, Ms. Theresa Blanks, Ms. Emma Shaw, and Mr. Bobby Ezzell.

The nominating committee presented the following slate of officers for consideration:

Chairman - Mr. Jack Hooks. There were no nominations from the floor. A motion was made by Mr. Randy Britt to close the nominations. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.

Vice Chair – Mr. Joe Hooks. There were no nominations from the floor. A motion was made by Dr. Gary Lanier to close the nominations. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.

Secretary – Ms. Emma Shaw. There were no nominations from the floor. A motion was made by Mr. Randy Britt to close the nominations. Ms. Pickett Council seconded the motion. Motion carried unanimously.

Executive Committee – Mr. Jack Hooks, Chair; Mr. Joe Hooks, Vice Chair; Dr. Maudie Davis, Mr. Randy Britt, Dr. Gary Lanier, and Mr. Henry Edmund

Minutes of the Southeastern Community College Board of Trustees
Monday, July 13, 2020 at 5:30 p.m.
A Building, Hooks Boardroom

Investment Committee – Mr. Jack Hooks, Mr. Bobby Ezzell, Mr. Terray Suggs, and Mr. Henry Edmund

Clemmons Ward Committee – Ms. Theresa Blanks

A motion was made by Dr. Gary Lanier to approve committee assignments as presented by the Nominating Committee. Mr. Bobby Ezzell seconded the motion. Motion approved unanimously.

Mr. Henry Edmund expressed appreciation to the Nominating Committee for its work.

Mr. Randy Britt was excused from the meeting.

Personnel Update – Dr. Aiken presented the Personnel Update report and Position Status Report. There were no questions.

Budget Update – Mr. Figler presented the Budget Update report and advised that this is an anticipated budget for FY 20-21. Projections are for a 2.5% to a 3% reversion. Mr. Figler indicated that sources will be identified in case of a reversion but thinks it's manageable. Mr. Figler also advised that the college received the county funding requested and further indicated that the college enjoys the positive relationship with its funding sources.

Administrative Services Update – Mr. Figler provided an administrative services update. He stated that the college is eligible for FEMA funds and that it can use FEMA funds rather than institutional funds for PPE. He referred to the report included in the agenda packet.

Workforce Continuing Education Class Visitation Report for spring 2020 – Ms. Beverlee Nance presented the class visitation report, and a copy of the report was included in the agenda packet. Ms. Nance spoke about the effects of the COVID19 pandemic on continuing education classes and advised that the division adhered to the guidelines. She stated that due to COVID-19, colleges did not have to meet requirements outlined in visitation plans.

Workforce and Community Development Division Update July 2020 – Ms. Nance advised that many continuing education classes are face-to-face instruction. She indicated that EMS and paramedic classes kept going without interruptions. NC Works received \$723,000 for the career center; RSVP – gift cards for active volunteers were distributed. Ms. Nance concluded the report and asked for questions and/or comments. A copy of the report was included in the agenda packet.

Retirement Notification - Dr. Aiken informed the Board that Ms. Nance has submitted her intention to retire notice effective October 1, 2020. He expressed appreciation for her diligence and advised that she is a noble employee who has served the college well. Dr. Aiken stated that Ms. Nance has done an outstanding job and that he sincerely appreciates everything she has done. He opened the floor for Ms. Nance to speak. Ms. Nance spoke briefly about her tenure at the college, how she began her employment in a part-time position, and how her career has evolved. She expressed appreciation to the Board for its support over the years.

Minutes of the Southeastern Community College Board of Trustees
Monday, July 13, 2020 at 5:30 p.m.
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Student Services Update – Dr. Sylvia Cox presented the Student Services Update and a copy of the report was included in the agenda packet. The report categorizes Student Support Services, Outreach, Columbus Career and College Academy – Early College, Educational Talent Search Trio Program, University Partner Events, and CARES ACT – Part 1 – Higher Education Emergency Relief Fund for Student Aid.

Academic Affairs Update – Dr. Michael Ayers presented the report which focused on SACSCOC progress, Quality Matters progress, Teacher prep degrees, summer curriculum enrollment, Tee shirt campaign, fall curriculum enrollment, and fall curriculum class plans. Dr. Ayers anticipates a limited number of face-to-face classes but there is much uncertainty as everyone deals with the pandemic. Dr. Ayers also updated the Board on deadline dates for submission of SACSCOC documents.

Presidential Activities Report – Dr. Aiken spoke about his term as interim president and how he has enjoyed the experience. He stated that in his opinion, Dr. English will be a great president and that he has a bright future with the college. Dr. Aiken spoke about how the employees quickly transitioned to teleworking due to the pandemic. Dr. Aiken called on Dr. English for comments. Dr. English participated by conference call. He gave a shout-out to Beverlee on her retirement and expressed congratulations. He spoke about how excited he is to be president of Southeastern and stated that he is ready to move forward. Dr. English also expressed congratulations to the new board officers.

Mr. Jack Hooks addressed Dr. Aiken and stated that it has been a pleasure working with him as interim president during the transition period.

Mr. Joe Hooks presented the outgoing Board Chair, Henry Edmund, with a gift of appreciation (engraved gavel) for his service as chairman during the past six years. He thanked Mr. Edmund for a job well-done.

Ethics Report – Mr. Edmund reminded the trustees of training requirements. A copy of the report was included in the agenda packet.

Request to Enter Closed Session in accordance with N.C.G.S. 143-318.11(a). A motion was made by Mr. Jack Hooks to enter Closed Session. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

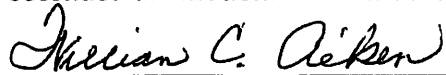
A motion was made by Mr. Joe Hooks to reenter open session. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.

A motion was made by Mr. Jack Hooks to authorize Mr. Henry Edmund to sign an employment contract with Dr. Chris English, incoming president. Dr. English has seen and approved the content. Dr. Gary Lanier seconded the motion. Motion carried unanimously.

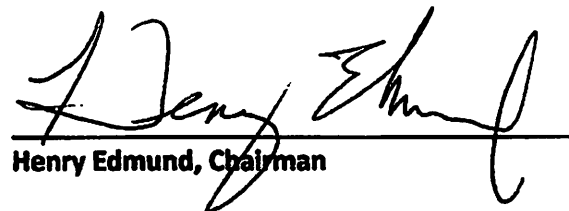
A motion was made by Mr. Joe Hooks to give Vice President Dan Figler authority to implement changes in final contract. Dr. Maudie Davis seconded the motion. Motion carried unanimously.

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A Building, Hooks Boardroom

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



William C. Aiken, Interim President



Henry Edmund, Chairman