

Minutes of the Board of Trustees  
Southeastern Community College  
July 22, 2019 @ 5:30 p.m., A Building, Hooks Boardroom

**Present:** Mr. Henry Edmund, Chair; Dr. Maudie Davis, Vice Chair; Mr. Bobby Ezzell, Ms. Emma Shaw, Mr. Joe Hooks, Mr. Jack Hooks, Mr. Randy Britt, and Ms. Pickett Council

**Absent:** Representative Brenden Jones, Ms. Theresa Blanks, Mr. Terray Suggs and Dr. Gary Lanier

**Others Present:** Dr. Anthony Clarke, President; Ms. Sylvia Cox, Vice President/Student Services; Mr. Dan Figler, Vice President/Administrative Services; Ms. Haylee Damato, Marketing and Outreach; and Ms. Kathy Britt, Recording Secretary

**Welcome:** Mr. Edmund welcomed everyone to the meeting.

**Oath of Office:**

Clerk of Superior Court Jess Hill administered the Oath of Office to reappointed board member Mr. Joe Hooks. Mr. Hooks is appointed by the Whiteville City Schools, and his term will expire on June 30, 2023.

**Introductions:** Dr. Clarke introduced Mr. Eric Anderson, Student Services Specialist. Mr. Anderson earned a Bachelor of Science in Business Administration with a concentration in Marketing from Fayetteville State University. The Board welcomed Mr. Anderson 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 an agenda item, to please let him know and to refrain from any participation in the particular matter involved.

**Presentation by Mr. Mike Hall, EMSI Account Executive:**

Mr. Hall provided a power point on EIS/PDGA/Career Coach, the Economic Impact Study and Program Gap Analysis, via video conferencing. Dr. Clarke had questions about each service. Dr. Clarke stated that the Board would need to decide if the college would want to use these services as part of the 2020-2023 strategic planning process.

**Voting Items:**

**Approval of Meeting Agenda** – Mr. Edmund requested consideration by the Board to add two items to the agenda, 12.5 Naming of T Building expansion and 12.7 Financial Audit results. **A motion was made by Mr. Randy Britt to approve the additional agenda items. Ms. Pickett Council seconded the motion. Motion carried unanimously.**

**Approval of Minutes** – Mr. Edmund requested approval of the May 20, 2019 regular and closed sessions meeting minutes. **A motion was made by Mr. Joe Hooks to approve the regular and closed sessions minutes of the May 20, 2019 meeting. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

**Nominating Committee** - Mr. Edmund opened the floor for nominations and discussion. Mr. Jack Hooks advised that the Nominating Committee met, and it is the desire of the Committee to retain the current officers of the Board of Trustees and Executive Committee, and to retain the current Investment Committee and the same members of the Clemmons Ward Committee for FY 2019-2020. There were no nominations from the floor, and **a motion was made by Mr. Randy**

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**Britt to close the nominations and to keep the current officers. Ms. Emma Shaw seconded the motion. Motion carried unanimously.**

**\*Board Chair (1-year term for a maximum of 3 consecutive years):**

Mr. Henry Edmund, Chair (Will rotate out of chair position in 2020)

Dr. Maudie Davis, Vice Chair

Ms. Theresa Blanks, Secretary

**Executive Committee (1-year term):**

Mr. Henry Edmund, Chair (Will rotate out of chair position in 2020)

Dr. Maudie Davis, Vice Chair

Mr. Jack Hooks

Mr. Joe Hooks

Mr. Randy Britt

Ms. Emma Shaw

**Investment Committee:**

Mr. Henry Edmund

Mr. Robert Ezzell

Mr. Joe Hooks

Mr. Terray Suggs

**Clemmons Ward Committee:**

Board Member - Theresa Blanks

Service Area Representative/Dream Center – Carol Caldwell

Service Area Representative/BB&T – Evan Gore

Service Area Representation - Shawn Maynard

Mr. Jack Hooks commended the efforts of the current Board Chair, Mr. Henry Edmund, and his dedication to the position of chairman since 2014. Mr. Hooks spoke about the amount of time it takes to serve in such a leadership position and expressed appreciation to Mr. Edmund.

Mr. Jack Hooks discussed the idea of installing a new rule that would allow the same person to serve as chair for a maximum of 3 consecutive years. The trustees were open to discussion on the matter, and **a motion was made by Mr. Jack Hooks for the Board of Trustees to install a new rule that a Board Chair may serve a 1-year term for three consecutive years, effective 2020. The trustee may serve as the chair in the future, but non-consecutively. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

Dr. Clarke indicated that a policy change request for consideration by the Board will be added to the September 9 Voting Items agenda.

**Approval of Bookstore mark-up in accordance with Policy 6.11 Use of Profits from Bookstore Operations:**

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Vice-President/Administrative Services Dan Figler discussed the Bookstore Income and Expenses documentation included in the agenda packet for fiscal year 2018-2019. He stated that a good year was experienced in the bookstore but the college is moving to open educational resources, book rentals, and other arrangements that are reducing the bookstore's profit. The documentation included a comparison of Bookstore operations for fiscal years 2019 and 2018. Mr. Figler recommended retaining the same markups for FY 2019-2020. **A motion was made by Mr. Jack Hooks to retain the 15% and 10% markups as recommended. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

**Approval of President's Discretionary Funds from vending profits in accordance with Policy 6.10 Use of Profits from Vending Machines and Other Convenience Concessions:**

Dr. Clarke reviewed Agenda Item 7 and discussed the various reasons that the college will utilize profits from vending machines and other convenience concessions. **A motion was made by Ms. Pickett Council to approve Dr. Clarke's request to utilize \$3,000 profits from Sluggers Deli and \$6,000 in vending profits for discretionary spending. Dr. Maudie Davis seconded the motion. Motion carried unanimously.**

**Approval of Blanket Authorization for President's Routine Travel:** Dr. Clarke requested approval of a 4,000 mile, in-state, blanket travel request for FY 2019-2020. **A motion was made by Mr. Randy Britt to approve the request. Mr. Joe Hooks seconded the motion. Motion carried unanimously.**

**Approval of Budget Transfers for May-June, 2019:** Mr. Figler discussed the May-June budget transfers and advised that there is a carryover of \$78,000 that will be used for furniture for the Advanced Manufacturing Training Center expansion. **A motion was made by Mr. Bobby Ezzell to approve budget transfers as presented for May-June. Ms. Emma Shaw seconded the motion. Motion carried unanimously.**

**Approval of 2019-2020 Fees for Child Development Center:** Dr. Clarke presented a proposed fee schedule for the Child Development Center that reflects no change in fees from FY 2018-2019. **A motion was made by Dr. Maudie Davis to approve the proposed FY 2019-2020 fee schedule for the Child Development Center. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

**Approval of Workforce Continuing Education Specific Fees List:** Ms. Beverlee Nance presented the SCC Specific Fees List for approval. Fees are paid by the students for each course. **A motion was made by Ms. Pickett Council to approve the Continuing Education Specific Fees List. Ms. Emma Shaw seconded the motion. Motion carried unanimously.**

**Approval of disposition of Buckhead mobile unit:** Dr. Clarke updated the Board on Mobile Unit Bolton, Bldg. 209, acquired in 1975. He advised that the unit is in disrepair and that on May 12, 2019 the college utilized the services of C&T Interiors, Inc. to inspect the unit to determine occupancy. It was determined that the preliminary costs for repair/renovation to enable use of facility would be approximately \$25,303. Dr. Clarke advised that due to the unit's age, his recommendation is to donate the unit to the Waccamaw Siouan Indian Council. Dr.

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Clarke requested approval from the Board to dispose of or transfer specific property identified as Mobile Unit Bolton, Bldg. 209, acquired in 1975. If the Waccamaw Siouan Indian Council declines the donation of the mobile unit, then the unit will be removed and disposed of in accordance with state policy. **A motion was made by Mr. Randy Britt to donate the property identified as Mobile Unit Bolton, Bldg. 209, acquired in 1975, to the Waccamaw Siouan Indian Council. Ms. Pickett Council seconded the motion. Motion carried unanimously.**

**Add-on Agenda Item 12.5, Naming of T Building Expansion:** Approval was requested to move forward with the name for the T Building expansion. After discussion, **a motion was made by Dr. Maudie Davis to name the T Building expansion, "Advanced Manufacturing Training Center." Ms. Emma Shaw seconded the motion. Motion carried unanimously.**

**Add-on Agenda Item 12.75, Results of the Financial Audit for FY 2017-2018:** Mr. Figler reported on the Southeastern Community College's Financial Audit for FY 2017-18 and advised that there were no findings on the biennium report conducted by the North Carolina Auditor General's office. He stated that the college has a good process, and the Business Office employees have done a remarkable job with the administration of a \$25 million-dollar budget.

**Ethics and Reappointed Trustee Training:** The North Carolina Association of Community College Trustees will hold its Leadership Seminar August 21-23 at the Ballast Hotel in Wilmington. Any newly appointed/reappointed trustees need to be registered to attend the required training sessions which will be held on Thursday, August 22. Ethics training will also be offered on Friday morning, August 23. Dr. Clarke requested that the trustees contact his office for further information on the seminar.

**Personnel Update:** Dr. Clarke reviewed the Personnel report and a copy was included in the agenda packet. There were a number of resignations and the positions have been advertised.

**Enrollment Update:** Dr. Clarke provided a slide presentation on enrollment and advised that summer is off to a good start. Enrollment has increased across the board.

Dr. Clarke advised that the prison situation is stabilizing and that prison instructors are transferring from Columbus Correctional to Tabor Correctional. Four prison instructor positions were not renewed.

**Facilities Update:** Dr. Clarke and Mr. Figler gave an update on Facilities with a slide presentation. A brief discussion was held in regards to change orders and associated costs. There was a five percent contingency fund set aside to cover changes orders issued through completion of the project. The contractor is allowed a certain number of days for unforeseen circumstances and delays to complete the project without penalty.

**Update on Land Donation:** Mr. Figler stated that the land transaction for property donated by Mr. and Mrs. Arthur Williamson to the college is complete, and the deed has been filed by Attorney Carlton Williamson. Legalities regarding the fence will be deferred to the Department of Transportation.

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**Budget Update** – Dr. Clarke gave a budget update and stated that the college will proceed with last year’s budget, excluding non-recurring money. He was of the opinion that the FY 2019-2020 college budget will remain the same. Dr. Clarke is working under the assumption that the college will receive hurricane relief funds. He advised that the county’s capital outlay letter did not reflect the anticipated \$353,920 as was allocated in FY 2018-2019. Dr. Clarke stated that he called the county manager for clarification on the \$144,000 stated in the letter. He was of the understanding that the college would receive the requested 10-year plan amount of \$353,920. Dr. Clarke will update the Board whenever he receives clarification.

**2017-2020 Strategic Plan Update** – Dr. Clarke presented a slide presentation and provided copies of the Strategic Plan to the trustees who were unable to attend the session in June. The plan illustrates how the college is doing in different areas. Dr. Clarke spoke about a more collaborative effort outside the college for the future and the campus master plan.

**Class Visitation Report** – Ms. Nance reviewed the Workforce Continuing Education Class Visitation report.

**College and Presidential Activities Report** - Dr. Clarke reviewed the College and Presidential Activities reports and advised that copies will be emailed to them. He spoke about the good things that are happening at the college.

**Reminders** – Dr. Clarke referred to the list of reminders and invited the trustees to the events, especially the Performing Arts series of events.

**Request to Enter Closed Session** – A motion was made by Mr. Randy Britt to enter Closed Session to approve minutes from the May 22 Closed Session; Naming Award in accordance with N.C.G.S. 143-318.11(a)(2); and Personnel Matter in accordance with N.C.G.S. 143-318.11(a)(6). Ms. Pickett Council seconded the motion. Motion carried unanimously.

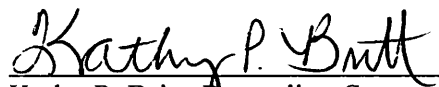
A motion was made by Mr. Jack Hooks to return to Open Session. Mr. Randy Britt seconded the motion. Motion carried unanimously.

**Naming Award Opportunity** – A motion was made by Mr. Randy Britt to name the Lobby of D Building Auditorium after Mr. Jim High. Mr. Joe Hooks seconded the motion. Motion carried unanimously.

**Compensation Package for SCC President, Dr. Anthony Clarke** – A motion was made by Mr. Jack Hooks to pay \$1,666.66 per month effective July 1, 2019 from County Operating Expenses for Dr. Anthony Clarke’s compensation package. Ms. Pickett Council seconded the motion. Motion carried unanimously.

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**A motion was made by Mr. Randy Britt to adjourn at 7:30 p.m. Mr. Jack Hooks seconded the motion. Motion carried unanimously.**

  
Kathy P. Britt, Recording Secretary