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**Minutes of the Southeastern Community College Board of Trustees
A Building, Hooks Boardroom @ 5:30 p.m.
September 23, 2019**

Present: Mr. Henry Edmund, Chair, Dr. Maudie Davis, Vice Chair, Ms. Theresa Blanks, Secretary, Dr. Gary Lanier, Mr. Jack Hooks, Mr. Joe Hooks, Mr. Bobby Ezzell, Ms. Crystal Frink, Mr. Randy Britt, Ms. Emma Shaw, and Ms. Pickett Council

Absent: Mr. Terray Suggs

Others Present: Dr. Anthony Clarke, President; Dr. Sylvia Cox, Vice President/Student Services; Mr. Dan Figler, Vice President/Administrative Services; Dr. Michael Ayers, Vice President/Academic Affairs; Ms. Beverlee Nance, Vice President/Workforce and Community Development; Ms. Haylee Damato, Interim Marketing and Outreach Director; Mr. Marcus Gallagher, Faculty Senate President; Mr. Josh Snyder, SGA President, and Ms. Kathy Britt, Recording Secretary

Welcome: Mr. Edmund welcomed everyone to the meeting.

Introductions: Dr. Clarke introduced the following new employees: Ms. Tammy Faulk, Nursing Instructor; Ms. Natalie Freeman, Student Services Specialist; and Mr. Steven Hulon, Director of Industrial and Workforce Training. Each employee was given the opportunity to address the Board of Trustees. Dr. Clarke commented that each employee was a graduate of Southeastern Community College.

Ethics Awareness and Conflict of Interest Reminder – In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict. Does any Board member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Board today? If so, please identify the conflict or appearance of conflict and refrain from any participation in the particular matter involved.

Approval of Agenda and Add-ons to the Agenda – Mr. Edmund advised that three additional items need to be added to the agenda prior to approval by the Board: Item 4.5 Introduction of Student Government officers; Item 15.3 SGA Report, and Item 15.6 Overseas Travel Program. **A motion was made by Mr. Randy Britt to adopt the agenda as stated, including additional items. Dr. Gary Lanier seconded the motion. Motion carried unanimously.**

Recognition of Outgoing Board Member – Mr. Edmund recognized Representative Brenden Jones for his service to the Board of Trustees. Mr. Jones was a Governor's appointee; however, he was unable to be in attendance to accept the resolution. Mr. Edmund indicated that he would schedule a time in the future to present the resolution to Mr. Jones on behalf of the Board of Trustees.

Oath of Office - Clerk of Superior Court Jess Hill administered the Oath of Office to reappointed board member Ms. Theresa Blanks and to the newly appointed board member, Ms. Crystal Frink. Ms. Blanks is reappointed by the Columbus County Board of Commissioners; Ms. Frink is a Governor's appointee and replaces Representative Brenden Jones whose term expired effective June 30, 2019.

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Introductions - Student Government Association (SGA) Officers – Mr. Edmund called on the Student Government Association officers to introduce themselves. Mr. Josh Snyder, President; Mr. Antonio Ashley, Vice President; and Mr. Anthony Brown, Secretary. Each officer gave brief remarks about their life journey and shared some of their goals. After remarks, the SGA President stayed for the remainder of the meeting.

Voting Items:

Approval of Minutes – Mr. Edmund requested approval of the minutes. **A motion was made by Dr. Gary Lanier to approve the following sets of minutes: July 22, 2019 (Regular Session); July 22, 2019 (Closed Session); August 7, 2019 (Special Open Session); August 7, 2019 (Special Closed Session); August 12, 2019 (Special Open Session); August 12, 2019 (Special Closed Session); August 26, 2019 (Special Open Session); August 29, 2019 (Special Open Session); and September 10, 2019 (Special Open Session).** Mr. Joe Hooks seconded the motion. **Motion carried unanimously.**

Approval to Close-Out NCCCS Project #2463, Cartrette Building, T Building, R Building Roof and Water Damage Repair-hurricane. Mr. Figler presented the 3-1 P Form to the Board confirming project #2463 has been completed without the use of state funds. FEMA funds were issued in the amount of \$37,791.19 to cover hurricane Florence repairs to Cartrette, T Building, and R Building. State funds (through the System Office) were not utilized to cover any costs associated with Hurricane Florence. **A motion was made by Mr. Randy Britt to approve request to close-out NCCCS project #2463.** Ms. Theresa Blanks seconded the motion. **Motion carried unanimously.**

Approval to Close-Out NCCCS project #2464, S Building Flood Repair and Generator Replacement – hurricane. Mr. Figler presented the 3-1 P form to the Board confirming project #2464 (S Building) has been completed without the use of state funds. FEMA funds were issued in the amount of \$10,539.46 to cover hurricane Florence repairs to S Building/Sewer pump generator. State funds (through the System Office) were not utilized to cover any costs associated with Hurricane Florence. **A motion was made by Mr. Bobby Ezzell to approve request to close-out NCCCS project #2464.** Dr. Maudie Davis seconded the motion. **Motion carried unanimously.**

Approval to Close-Out NCCCS project #2465, Greenhouse Repairs – hurricane. Mr. Figler presented the 3-1 P form to the Board confirming project #2465 (greenhouse) has been completed without the use of state funds. FEMA funds were issued in the amount of \$1,160.00 to cover repair costs of the damaged greenhouse. State funds (through the System Office) were not utilized to cover any costs associated with Hurricane Florence. **A motion was made by Dr. Gary Lanier to approve close-out of NCCS project #2465.** Mr. Bobby Ezzell seconded the motion. **Motion carried unanimously.**

Approval of Authorization for Surplus Sale – Mr. Figler requested authorization to dispose of Surplus Property utilizing an online process. He stated that the Board of Trustees must authorize a college official to dispose of surplus property prior to any sale of such property under Article 12 of G.S. 160A-265. He also requested approval from the Board to dispose of property on an on-going basis. Mr. Figler

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explained that disposition of property will take place throughout the year by utilizing the NC Surplus Property Administration website for sales online along with other governmental agencies and community colleges. Items will be disposed of through an ongoing online public sales following guidelines approved by the Facility and Property Services section of the NCCCS. Items will be posted for ninety (90) days before they are removed for final disposition. Items for sale can be viewed by anyone at any time. All buyers must be registered with State Surplus Property and rules and regulations regarding sales will be followed and enforced by the NC State Surplus Property Administration.

Mr. Figler indicated that the online process is not as time consuming for the college as compared to a big public sale. Pictures of surplus items are posted on the website twice for a two month span of time. If the college receives no response, then it is free to dispose of the property as it so chooses. The college does not have to transport items for sale, everything remains at the college. Mr. Figler advised that the college barely broke even after the last surplus sale. Advertising costs is an expense that should also be included in the overall costs associated with having a big public sale. **A motion was made by Mr. Joe Hooks to approve authorization to dispose of surplus property utilizing an online process. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

Approval of Workforce Continuing Education Specific Fees List – Ms. Nance presented the fees list and requested approval. She advised that the college will be offering a Pottery Pop-Up class with a \$15 registration fee. **A motion was made by Ms. Pickett Council to approve the SCC Specific Fees List as presented. Ms. Emma Shaw seconded the motion. Motion carried unanimously.**

Approval of Change to Procedure 1.01.01 Operations of the Board – Election of Officers – A motion was made by Dr. Gary Lanier to approve proposed procedure 1.01.01, Operations of the Board. The procedure reads as follows:

Election of Officers

Officers of the Board will be elected by the Board for a term of one year to begin no later than July 1 of each year and end no later than June 30 each year. Officers may be reelected to succeed themselves. The officers of the Board will be chair, vice chair, and secretary.

The Board Chairperson may serve for a maximum of three (3) consecutive years. Any chairperson who holds the office for the maximum number of three (3) consecutive years shall be eligible to hold the office again after a period of one (1) year has elapsed.

Mr. Randy Britt seconded the motion. Motion carried unanimously.

Information Items:

Personnel Update – Dr. Clarke reviewed the Personnel Update report and introduced Haylee Damato, Interim Marketing Director. Ms. Damato is filling the position previously held by Ms. Liz McLean. Reference checks are being conducted on the NC Career Coach applicant, and the Fire/EMS Instructor

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position will continue to be held by Ms. Stephanie Kriner. Ms. Kriner submitted her letter of resignation effective August 1, but later rescinded it after discussions with Dr. Clarke.

Review of summer 2019 Workforce Continuing Education Class Visitation Report – Ms. Nance reviewed the class visitation report, and she advised that no discrepancies were found.

Enrollment Update - Dr. Clarke provided an Enrollment Update via power point slides. He discussed the Curriculum Summer 2019 and advised that FTE was down 13% (145 FTE as compared to 167 FTE last year); Fall 2019 (Projected) – Headcount – up 2.65% (1548 students as compared to 1508 as of 9/14/19, 30 days into the semester). FTE – up 3.3% (595 FTE as compared to 576 FTE as of 9/14/19, 30 days into the semester)

Workforce / Continuing Education

Summer 2019 – down 7% (198 FTE as compared to 213 FTE last year)

Fall 2019 (In process – 9/18/19) – Headcount ahead by 86 students (1558 students as compared to 1472 at this time last year); FTE ahead by 17 FTE (75 FTE as compared to 58 FTE at this time last year). Dr. Clarke stated that the Workforce/Continuing Education employees are working hard and heading in the right direction. The prison area is more complex with extenuating circumstances beyond the college's control.

Nursing Update – Dr. Ayers provided a Nursing Program Update and discussed the NCLEX Pass Rate for the ADN program. He discussed the passing rate decline with 84.21% passing and (two students not tested). He further advised that an improvement plan is being implemented. Dr. Clarke stated that the PN program is doing well with a 100% pass rate. Dr. Ayers advised that the three-year pass rate average is at 83%. Program changes and a Program Faculty Mentor program has been implemented to support nurse educators. This is mandatory for new faculty. Dr. Ayers also discussed access and success to the nursing program and the efforts to balance the two. The NUR117 course will not be used as a tool to eliminate students who are interested in the ADN program anymore. Dr. Ayers and Dr. Clarke discussed changes in exam procedures to further insure that students are not cheating. Mr. Edmund commended the administration for its efforts to get the nursing program on the right path; he further stated that it will take two to three years to get back on track. He thanked the nursing department faculty for their efforts to improve the nursing program.

Student Government Association (SGA) Report – The SGA President, Josh Synder, presented the SGA Report and invited the trustees to attend events sponsored by the SGA. Mr. Synder discussed the Rams Pantry and its benefit to students.

EF College Study Tours – Dr. Clarke called on Ms. Lisa Clark to discuss information regarding EF College Study Tours. The flyers provided pricing and historical information from past SCC travel classes. Dr. Clarke asked the Board of Trustees to provide input to the interim president on its wishes for starting up the travel classes again.

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Ms. Clark also discussed fund raising efforts and sale of raffle tickets.

Facilities Update – Vice President/Administrative Services Dan Figler discussed the Facilities Committee timeline. He reviewed the contractor's estimated timeline, change orders, construction contingency/owner's reserve funds, Building T – Phase 2, Building M – Phase 3, Change Order #7, and Building T furniture and equipment. (See attached power point slide.) A grand opening for the T Building expansion is tentatively scheduled for November 6.

Janitorial Services Announcement – The janitorial services contract with Supreme Maintenance Organization begins November 1 and is effective for a 3-year period. Mr. Figler stated that Supreme Maintenance is a very reputable organization that has experience working with small to large operations. Dr. Clarke emphasized the cost savings to the college and stated that a key reason for the change is due to the results of the employee-student survey. Facilities make the college reasonably competitive. He further stated that the company has indicated that it will recruit employees from Coastal who are interested in continued employment.

Budget Update – Mr. Figler updated the Board and advised that the college received hurricane funding in the amount of \$368,000, approximately \$20,000 less than expected. The college will feel some impact even though it is a small amount.

Recommended College Next Steps – Dr. Clarke reviewed slides and briefly discussed each:

- **Quality Enhancement Plan (QEP)** – collaborative effort throughout the college
- **Board Self Evaluation** – suggested this should be done within the next 6 months and is a part of the SACSCOC reaccreditation process
- **Strategic Plan** – extend one year until a permanent president is hired. Dr. Clarke stated that the 2017-2020 strategic plan is a strong document, and the new president should be involved in the process.
- **Campus Master Plan** – Request for Proposals (RFP) issued in October; \$65,000 for campus master plan. It should be done based on the strategic plan.
- **BB&T Program** – Implement training program. Gave us money for training; need more guidance to train; BB&T is an important partner.
- **Graduation Week at end of year** – Keep alumni relations on radar. College is doing well but you can't relax at a small school.

College Activities Report – A copy of the College Activities Report was included in the agenda packet. Dr. Clarke briefly discussed.

Presidential Activities Report – A copy of the Presidential Activities Report was included in the agenda packet and Dr. Clarke briefly discussed.

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Reminders – Dr. Clarke reviewed upcoming events and invited the trustees to his farewell reception on October 7, noon – 2:00 p.m. He stated that remarks will be made at 12:15 p.m., location – Faculty Lounge.

Dr. Clarke advised that new billboards are up. He mentioned that the Rams symbol was created via a student contest.

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

The trustees reconvened.

A motion was made by Ms. Pickett Council to enter into Closed Session for the approval of Closed Session minutes and to discuss a personnel matter in accordance with N.C.G.S. 143-318.11(a)(6).

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

On behalf of the Board of Trustees, a motion was made by Mr. Jack Hooks for the college to hire a consulting firm to conduct the presidential search for Southeastern Community College. Ms. Pickett Council seconded the motion. Motion carried unanimously.

Mr. Edmund asked for questions. There were none stated.

A motion was made by Dr. Gary Lanier to adjourn at 7:46 p.m. Mr. Randy Britt seconded the motion. Motion carried unanimously.



Kathy P. Britt, Recording Secretary