

**Minutes of the Southeastern Community College Board of Trustees
Monday, March 22, 2021 at 5:30 pm
T Building, Rooms 120-122**

Present: Judge Jack Hooks, Chair; Mr. Joe Hooks, Vice Chair; Ms. Theresa Blanks, Mr. Randy Britt, Dr. Maudie Davis (by phone); Mr. Henry Edmund, Mr. Bobby Ezzell, Dr. Timothy Lance, Dr. Gary Lanier, Ms. Emma Shaw, Mr. Gene Wayman, and Ms. Mackenzie Park, Student Trustee

Others Present: Dr. Chris English, President; Dr. Michael Ayers, VP/Education and Training; Dr. Sylvia Cox, VP/Student Services; Ms. Lacie Jacobs, COO, VP/Administrative Services; Mr. Kennon Briggs, Consultant, Bill Maultsby, Director, Human Resources, Ms. Terrie Priest, Executive Assistant; Mr. David Gore, Tech Support; and Mr. Thomas Sherrill, News Reporter

Not in Attendance: Ms. Crystal Frink

Welcome: Judge Hooks welcomed everyone to the meeting.

Introduction of New Employees by Bill Maultsby, Director of Human Resource.

Ms. Lacie Jacobs - Ms. Lacie Jacobs will join the staff of Southeastern Community College as our new Chief Operating Officer/Vice President of Administrative Services on March 29, 2021. Lacie will report to Dr. Chris English, President of Southeastern Community College. Lacie comes to us from Bladen Community College where she developed a comprehensive set of skills and experience while serving as the Controller. There, she worked closely with the President’s Senior Staff to establish and execute policies, procedures and improvement plans related to the Administrative Services section of the College. She provided oversight and maintained institution, state and county budgets for the College and worked closely with the NC State Auditor’s Office regarding financial audits as well as managing the EAGLE program and the financials for the BCC Foundation.

Ms. Lori Sefcik joined the staff of Southeastern Community College as a Student Advisor March 3, 2021. Lori will report to Angie Uhl-Kalev, Director of Student Services. Lori joins the Student Services Division as an experienced educator, career and academic coach. In 2017, she joined Ocean County College in Toms River, NJ and shifted focus from the classroom to advising students in Healthcare Career Programs and later serving as an Academic Coach where she collaborated with STEM course instructors to provide additional support for the success of first-years students.

Ms. Kaylie Simmons joined the staff of Southeastern Community College as Digital Communications Specialist on March 8, 2021. Kaylie will report to Haylee Damato, Director of Marketing and Outreach. In 2018, she accepted a position in marketing and graphic design with Campbell Oil Company. There she gained additional experience in managing the design, development and implementation of the graphic layout and production of branded materials. She produced numerous marketing programs e.g. logos, brochures, newsletters, infographic, presentations, and advertisements. This experience blended exactly with the needs of marketing and outreach at SCC.

Telisa Taylor joined the staff of Southeastern Community College as Child Development Center Teacher on March 15, 2021. Telisa will report to Natalie Rackley, Division Chair, Public Services and Tess Strickland, Child Development Center Facilitator. In 2016, she accepted a Teacher Assistant position with the Public Schools of Robeson County where she worked until accepting her current position at SCC.

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Introduction of Meridith Elliott Powell- Strategic Plan Consultant by Dr. English

Meridith Powell is a business growth strategist, motivational keynote speaker and award-winning author. She has extensive experience working with community colleges to assist with a Systems Thinking Strategic Plan. The end result is a plan that takes the strategic process beyond the traditional vision, mission, values and goals, to a living breathing document that is hyper-focused, proactively flexible, and simple enough to be actively used by leadership all year-long.

Meridith will be working with Terrie Priest and Dave Roberts to complete the SCC Strategic Plan.

Ms. Powell then joined the meeting by Zoom and walked through the process that we will be going through to create a Systems Thinking Strategic Plan. The first step will be to complete a Future External Environmental SCAN to determine what outside forces could positively or negatively impact our strategy. The SCAN is designed so that people can give input and feedback to be used in the strategic planning session. People support what they help create so we want as much feedback as possible. Next, we will need to determine where we want to go – what is the desired state – Vision, Mission, Core Values and Goals. This should be where we see the College in the next 3-5 years. Then we look at our current state (SWOT). All this information will be used at the strategic planning event to determine how we will get from our current state to our desired state and how it will look when we get there. We will create short term goals, (How we will get to our desired state) which will consist of 3- 5 goals for us to focus on to move the college to where we want to be. It's about working on the college not in the college. Once the goals are established, we will create an action plan, will determine how the goals will be measured, the steps and actions that need to be taken, how we are going to measure the goals and who will be on the team to ensure the goals are met. This type of strategic plan is designed to keep you razor like focused while remaining flexible.

Dr. English will be updating leadership and the Trustees on a regular basis on the progress of the plan.

The Board retreat in July will include the culmination of the results of the external environmental SCAN and the SWOT analysis from the prework that will begin in April.

Beyond the strategic plan we will be creating a new mission vision values along the way.

Meridith will commit to us for a year after the plan is complete to make sure the execution of the plan is successful. When she is finished, we will have a workable plan in place with a timeline to have it completed by October. This process will work together with the Strategic Facilities Plan.

ACT Work Ready Communities- Dr. Sylvia Cox and Bettina Cox

Dr. Cox and Ms. Bettina Cox shared that Columbus County has been recognized as an ACT Work Ready Community. The Cape Fear Council of Government-Workforce development board had it as one of their priority initiatives and we are part of that board.

The Work Ready certificate provides data around the skill set of the workforce in the community through the National Career Readiness Certificate. The Certificate measures skills associated with applied math, graphic literacy, and workplace documents.

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Columbus County was certified in September of 2020 and now have goals to maintain the certification which we are currently at 80%. In the four-county region of the Cape Fear Council, we are the only county that has this designation. This is a great opportunity and recruiting tool for business and industry. This certification helps with hiring and helps us to know what training they need.

Ethics Awareness and Conflict of Interest Reminder: Judge Hooks reviewed the Ethics Awareness and Conflict of Interest Statement and asked for any trustee who has a conflict or the appearance of a conflict to recuse themselves from participation in the matter involved.

Approval of Meeting Agenda: A motion was made by Mr. Henry Edmund and seconded by Mr. Bobby Ezzell to approve the March 22, 2021 meeting agenda. Motion carried unanimously.

Approval of Minutes:

Jan 25, 2021 Regular Board meeting: Judge Hooks had one correction to the minutes on page 6, the word "trustee" was left off the description of Mr. Steve Smith. Correction will be made as suggested.

The following committee meeting minutes were approved by said committee members during this voting session of the full board meeting.

Feb 4, 2021 Joint Finance/Facilities Committee Meeting: A motion was made by Mr. Randy Britt and seconded by Mr. Bobby Ezzell to approve the Feb 4, 2021 Joint Finance/Facilities Committee meeting minutes. Motion carried unanimously.

Feb 12, 2021 Finance Committee: A motion was made by Mr. Bobby Ezzell and seconded by Judge Jack Hooks to approve the Feb 12, 2021 Finance Committee meeting minutes. Motion carried unanimously.

Feb 18, 2021 Executive Committee: A motion was made by Dr. Gary Lanier and seconded by Mr. Randy Britt to approve the minutes of the Feb 18, 2021 Executive Committee minutes. Motion carried unanimously.

All minutes presented: A motion was made by Mr. Henry Edmund and seconded by Dr Gary Lanier to approve all minutes presented; Jan 25 Reg Meeting, Feb 4 Finance/Facilities, Feb 12 Finance, Feb 18 Executive Committee. Motion carried unanimously.

Committee Discussion – Facilities Committee

Mr. Joe Hooks, Chairman of the Facilities Committee reported that the Facilities committee met on March 15 to review proposals that had been received in reference to the SCC Strategic Facilities Master Plan RFP #124-772. Three proposals were received and all 3 were selected by the committee to receive an invitation to an in-person interview.

On behalf of the Facilities Committee, a motion was made by Mr. Joe Hooks to invite the 3 firms to an in-person interview on March 29, 2021, (motion came from the committee, no second needed) Motion carried unanimously.

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Committee Discussion – Curriculum Committee

Dr English reported the Curriculum Committee met on March 12 and discussed 3 programs to be approved, including:

1. **General Occupational Technology (A55280)** - The General Occupational Technology curriculum provides students with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs. This would be a new program of study at SCC.
2. **Automotive Systems Technology (A60160)**- The Automotive Systems Technology program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. This program was eliminated at SCC many years ago and will require a long program application.
3. **Masonry Program (D35280)** – The Masonry program is still in place but has not been active. The proposal is to partner with Columbus County Schools for students to obtain a Masonry Diploma. Masonry 1 & 2 would be taught at the high schools and Masonry 3 & 4 would be taught on SCC Campus. Cost would be split with Columbus County Schools.

March 12 Curriculum Committee Minutes: A motion was made by Mr. Joe Hooks to approve the minutes of the March 12, 2021 Curriculum Committee meeting. The motion was seconded by Randy Britt and approved unanimously.

A motion was made by Mr. Bobby Ezzell to approve the actions of the committee and the March 12 minutes. The motion was seconded by Mr. Henry Edmund and approved unanimously.

Approval of Policies: Mr. Bill Maulsby presented Policy 2.14 (Non-Discrimination and Anti-Harassment) Policy 2.19 (Consensual Relationships) Policy 3.10 (Proof of Eligibility to Possess Firearms) Policy 8.3 (Unlawful Carrying of Firearms or Other Weapons) and Policy 7.5 (Private Data Security). Copies of the policies were included in the agenda packets and Mr. Maulsby provided a brief explanation of the presented policies. All policies have gone through the Presidents Council and legal review. There were amendments that were recommended that were discussed and will be included in the approved policies.

A motion was made by Mr. Henry Edmund to approve Policies 2.14,2.19,3.10,8.3 and 7.5 with noted amendments. The motion was seconded by Mr. Bobby Ezzell and approved unanimously.

Approval of Budget Transfers as of February 28, 2021—Mr. Kennon Briggs presented the budget transfers report and highlighted various aspects of the report along with rationale for transfers. 200 Curriculum Instruction – Unexpended FT & PT Faculty, Lower Operating Costs; 300 Continuing Education – Will be under expensed/Pay revisions; 500 Student Support – Financial Audit, will be under expensed; All adjustments are in order. Budget spent to date, 8/12 months, 66.6% **A motion was made by Mr. Randy Britt to approve the Budget Transfers report as of February 28, 2021. The motion was seconded by Mr. Bobby Ezzell and passed unanimously.**

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Approval of Student Insurance Fee – Dr. Michael Ayers requested the approval to add a blanket student insurance fee of \$0.55 or current fee to all applicable continuing education classes. This would eliminate the need to request this routine fee for each new class offered. **A motion was made by Dr. Gary Lanier to approve a blanket insurance fee of \$0.55 or current fee to all applicable continuing education classes. The motion was second by Mr. Henry Edmund and passed unanimously.**

Non-voting items

2021 NCCC Consensus Budget Priorities – Dr English referenced the 2021 Budget Priorities sheet that was included in the agenda packet. Specifically, the Fund Budget Stabilization request of \$60,937,000. These funds will provide budget stability for colleges which have experienced enrollment declines due to COVID-19. This information will be helpful when speaking with Legislators in asking them to support this budget stabilization. These funds will be important to address the \$2.2 million deficits. All Community Colleges are working through this process. More information will be provided later. A discussion was held regarding the states process of using the 2-year rolling average for Community College budgets and how the 2020-21 year will adversely affect the budgets of all 58 community colleges.

Budget Update – Dr. English thanked Mr. Briggs for his assistance during the past 2 months and turned the meeting over to him for a budget update. Mr. Briggs stated that at Dr English’s request, a plan had been created to work through the budget shortfall. We looked at the YTD State spend rate and there should be roughly \$323,157 available to carry over from unexpended equipment. County budget request was increased and is looking good. There is a healthy fund balance and HEERF II and HEERF III funds of 3.3 million are available that we will be able to use through 2023 to recover lost institutional funds directly related to student participation. The budget plan should help us manage through next fiscal year.

Child Care Service Association Program Compliance- Dr. Ayers shared information regarding the Child Care Services Association’s Program Monitoring Report and the letter that was received from the Regional CCR&R Programs Manager. A copy of the letter was included in the agenda packet and stated that SCC was found to be in programmatic compliance with Contract FY21-4038-104.

NC Board of Nursing – Dr Ayers referenced the letter in the agenda packet from the NC Board of Nursing. He was pleased to report that the SCC Associate Degree in Nursing Program will be placed on Full Approval status for the 2021 calendar year.

NC Real Estate Commission – SCC has been designated by the NC Real Estate Commission as a Certified Education Provider. This is evidence of Dr English’s request to expand our offerings. Dr. Ayers referenced the certificate from the NCRC and shared that this is one of the steps along the way to offering all real estate courses at SCC.

SECCU Child Care Service Association Program Compliance – Dr. Ayers presented the CCR&R program budget monitoring report and shared that there were no recommendations or findings.

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College Reports-

Presidents Report- Dr English recognized Bill Maulsby and the staff at SCC for the success of the Community Wide COVID Vaccination Clinic that occurred on campus on Saturday, March 20. 1000 vaccines were administered in 4.5 hours.

Dr. English highlighted several segments of his January, February, and March activities report. He attended a president meeting at Central Carolina Community College with NCCCS President Thomas Stith. In February he presented the SCC budget request to the Columbus County Commissioners and met recently with the new County Manager, Mr. Eddie Madden. Dr. Cox and Dr. English continue to meet with Dr. Meadows at Columbus County Schools to discuss future programming. We are strengthening our partnerships with the local schools. He asked the board to consider coming out to a ballgame. The teams are doing great and the supporting crowds are growing. Dr. Steve Scott came to visit Dr. English and the SCC Campus. They toured the Advanced Manufacturing center and he was impressed with Nesmith. Dr. English has been holding meetings with many of the SCC Foundation Board Members, getting to know them and hearing their ideas for the Foundation. Changes will be necessary with the Foundation bylaws due to SACSCOC requirements.

Personnel Update – Dr. English reviewed the personnel update report that was included in the agenda packet, including retirements of Kathy Britt and Angela Pace, along with resignations of Dan Figler and Alison Soles.

Education and Training Report- Dr. Ayers presented the report that was attached to the agenda packet. The report consisted of 4 themes. 1. Oversight and compliance – SACSCOC Compliance report sent, NCCCS compliance reviewers have been on campus and all is well. 2. Opportunities – New courses that we are bringing on and researching others. 3. Serving employers and the community. 4. Professional Development of College Faculty and Staff.

Administrative Services Report- Mr. Kennon Briggs thanked the group for the opportunity to work in the interim role over these past few months. He stated that Dr. English has made an excellent choice in Mrs. Jacobs as the new COO. He praised the team that is in place in administrative services. Mr. Briggs referenced the report of the Administrative Services Division included in the agenda packet. The business and finance section included 2020-21 Budget management and 2021-22 budget projections. Strategic Facilities Master Plan interviews will take place on Monday March 29 with 3 firms. Plant Operations and Maintenance- work has been done around the county funded capital projects that have been completed and are underway. Project updates include, completed projects, projects in progress, scheduled over time, estimated projects, planned projects, and carry forward projects.

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Students Services Report- Dr. Sylvia Cox reviewed the Student Services report and highlighted various segments. We have been diligently working on the SCC apprenticeship development program with local K-12 representatives as well as partners at the system level. We are also working with WCS and CCS to discuss local articulation agreements and youth apprenticeship programs. Early College (CCCA) hosted a Middle School Counselor Day on March 9. The first Rams Club meeting was held on February 22 with much excitement. There is a goal of 50 members, we are currently at 26 members. Thank you to Board Member, Mr. Gene Wayman for agreeing to serve on the RAMS Club Executive Board. The support of SCC RAMS Athletics is very exciting. Ball games have been well attended. Educational Talent Search submitted their grant application with an estimated funding of \$452,677 per year for the years 2021-2026.

Student Government Association Activities Report: SGA President Mackenzie Park presented the SGA Activities report. This semester has been a bit slower due to most events being virtual. Virtual events were held to celebrate Dr Martin Luther King, Jr Day, and various virtual events to celebrate Black History month. SGA hosted a Valentine's Day Grab-N-Go lunch event on February 15 and distributed tumblers to students as a way of saying "we Care". Hosted the February SGA General Meeting via Zoom. Two segments of "SGA Talks" were filmed about the RAMS Pantry and Financial Aid and coordinated pop-up lunch events with Hardwick's Catering and food trucks for the campus community. This would be Mackenzie's last BOT meeting due to her graduation in May. Mackenzie was recognized by Dr. English with flowers and a certificate of appreciation. The following was read to the BOT.

Mackenzie Park is originally from Oregon and Illinois and enrolled in the US Army in 2016 after high school graduation. After an honorable medical discharge, Mackenzie found herself in Los Angeles exploring different career opportunities. Luckily for SCC, she found her way to us when she relocated to Columbus County in 2019 to be closer to family.

Mackenzie quickly became an active member of SGA the first week of school in 2019 and has continued to support any opportunity to enhance the college life for other students in spite of the COVID pandemic. She is conscientious, takes great pride in her academic endeavors and has maintained a 4.0 throughout her SCC enrollment. She is eager to help whenever and wherever she can on campus. Mackenzie has coordinated the donation of over 3,000 pounds of food and items for the Rams Pantry.

While at SCC, Mackenzie is a dual major: AAS in Criminal Studies and AAS in Forensic Science. She will graduate in May 2021. Upon graduation, she hopes to attend NC State and enroll in the Criminology Program. Her career plans are to be either a FBI Special Agent or a Detective in a state law enforcement agency.

While at SCC, Mackenzie received the 2020 Coca-Cola Military Leadership of Promise Scholarship from Phi Theta Kappa; has been on the Presidents List for her outstanding academics each semester of enrollment at SCC; received a service award for her volunteer work with SGA during her freshman year; and was recently nominated as the SCC nominee for the Governor Robert Scott Student Leadership Award.

Chairman's Comments –

Statement of Economic Interest. Chairman Hooks reminded the Trustees that the SEI is a requirement of the NC State Ethics Commission and is due by April 15. Ms. Priest handed out a blank form that can be completed and returned, or filing is now available online.

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Board of Trustees Self-Evaluation – The BOT is required to complete a Self-Evaluation. This year it will be an online survey and will be due by May 1. You will receive an email from Ms. Priest this week with more details and the link to the survey.

Evaluation of the President due by June 30- The Evaluation of our President is due and will be a topic of discussion at our May 24 meeting. This will also be moved to a secure online survey. Watch your email for information.

Ethics Training for Trustees- Ethics Training for trustees is due every 2 years. There are several that have training due, Ms. Priest will be contacting you.

Rams Club – Lets support them. Join the Rams Club and come out to the games!

Old Business: NONE

New Business: NONE

Reminders:

Refer to dates listed on the agenda

Next SCC Board of Trustee Meeting – May 24, 2021

There was no further business to be conducted, and a motion was made by Mr. Randy Britt to adjourn at 8:05pm. Ms. Emma Shaw seconded the motion. Motion carried unanimously.



Judge Jack Hooks, Chairman
SCC Board of Trustees



Dr. Chris English, President