

Minutes of the Southeastern Community College Board of Trustees  
Monday, January 25, 2021 at 5:30 pm  
T Building, Rooms 120-122

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**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, Ms. Crystal Frink, 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; Mr. Dan Figler, VP/Administrative Services; Ms. Kathy Britt, Recording Secretary; Ms. Terrie Priest, Recording Secretary; Mr. David Gore, Tech Support; and Mr. Thomas Sherrill, News Reporter

Welcome: Judge Hooks welcomed everyone to the meeting.

Resolution in Memory of Ms. Sylvia Tart McQueen: Judge Hooks recognized the family of Ms. Sylvia McQueen and called on them to step forward and receive the following resolution:



**RESOLUTION**


*Whereas, Sylvia Tart McQueen worked as a valued employee of Southeastern Community College since January 2, 2003;*

*Whereas, Sylvia Tart McQueen served SCC as Director of Student Records with honor, distinction, and dependability, while providing leadership, concern, and vision always;*

*Whereas, the Board of Trustees expresses its' sincere sympathy to the family of Sylvia Tart McQueen regarding her untimely death on January 10, 2021;*

*Therefore, Be It Resolved, that this memorial tribute to Sylvia Tart McQueen be placed into the minutes of the Southeastern Community College Board of Trustees meeting on this 25th day of January 2021.*

  
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Dr. Chris English, President  
Southeastern Community College

  
\_\_\_\_\_  
Judge D. Jack Hooks, Chairman  
SCC Board of Trustees

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After Judge Hooks presented the resolution, members of the Tart family addressed the Board.

**Presentation of Service Award** – Dr. Sylvia Cox presented a plaque to the family for Ms. McQueen’s eighteen years of service since January 2, 2003.

**Recognition of Outgoing Executive Assistant to the President and Board of Trustees, Kathy Britt:** Dr. English recognized Ms. Kathy Britt for her service to the college and presented a retirement gift from the Board of Trustees and the President. Ms. Britt expressed appreciation to Dr. English and the Board of Trustees for their support throughout the years.

**Introduction of New Employees:**

**Terrie Priest:** Dr. English introduced Ms. Terrie Priest, Executive Assistant to the President and Board of Trustees. Ms. Priest brings a comprehensive set of skills to the position. She was employed by Columbus Regional Healthcare System and rose to VP of Marketing and Public Relations. She served as Public Information Officer and was a member of the senior executive team. Prior to arrival at SCC, Ms. Priest served as the Foundation Manager for Lower Cape Fear LifeCare.

**Colene Faulk:** Dr. Sylvia Cox introduced Ms. Colene Faulk as the Early College Liaison. Ms. Faulk was most recently employed as the CCP Coordinator with Cape Fear Community College and prior to that was employed by Southeastern as a Student Advisor.

**Veronica Powell:** Dr. Cox introduced Ms. Veronica Powell as Student Advisor – Career and College Promise. Ms. Powell was most recently employed by the public schools of Robeson County where she served as a Student Success Advocate.

**Lavar Marlow:** Dr. Cox introduced Mr. Lavar Marlow as a Processing Assistant in the Registrar’s Office. Mr. Marlow was most recently employed as a GED and HiSe T test administrator and an instructor for Human Resources Development for Brunswick Community College. He brings a wealth of experience and a diverse background to the college.

**LaRaven Stanley:** Dr. Cox introduced Ms. LaRaven Stanley as the Administrative Assistant to the Vice President of Student Services. Ms. Stanley was most recently employed as an Administrative Assistant for Kroger in North Myrtle Beach. While employed there, she served in various roles including accounting, payroll, bookkeeping, employee orientation, floor supervisor and cashier.

**Recognition of Meritorious Service Awards Recipients:** Dr. English recognized Ms. Angie Uhl-Kalev and Ms. Amber Blevins for being recipients of the O’Dell Scott Meritorious Service Awards. Ms. Uhl-Kalev was present and expressed appreciation for being selected by her peers for the award. Ms. Blevins was

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unable to attend the meeting. Dr. English provided background information on the selection process for the awards and advised that their names will be considered for the Clemmons Faculty and Outstanding Staff Award later in the spring.

**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:** Judge Hooks advised that the request to enter Closed Session was no longer needed, and he requested approval by the Board of Trustees to remove it. **A motion was made by Mr. Joe Hooks to approve the agenda with removal of the closed session request. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

**Approval of Minutes:** **A motion was made by Mr. Henry Edmund to approve minutes of the November 9, 2020 (Regular Session) and the January 7, 2021 Executive Committee meeting. Dr. Gary Lanier seconded the motion. Motion carried unanimously.**

**Approval of Role and Scope Proposal Statement:** Dr. English requested approval of the Role and Scope Proposal Statement. He stated the purpose of the statement is to strengthen the mission statement and expands upon what we do. He has been advised that it should be done to support the SACSCOC reaffirmation process. It provides a clear definition of what the college is expected to do. **A motion was made by Mr. Randy Britt to approve the Role and Scope Statement. Mr. Bobby Ezzell seconded the motion. Motion carried unanimously.**

**Approval of Policies:** Dr. English presented Policy 1.01 (Board Governance) and Policy 5.18 (Annual Leave). Copies of the policies were included in the agenda packet and Dr. English provided a brief explanation of both. Regarding Board Governance, the Board of Trustees hereby incorporates by reference the Bylaws of the Trustees of SCC which shall take precedence over any policy or procedure adopted by the Trustees or College.

Dr. English spoke about scheduling of annual leave, Policy 5.18 and advised that employees who earn annual leave will be required to submit a leave request form to their immediate supervisor for approval at least ten days in advance except for extenuating circumstances.

**A motion was made by Mr. Bobby Ezzell to approve Policy 1.01 (Board Governance) and Policy 5.18 (Annual Leave). Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

**Approval of Professional Services Contract:** Dr. English requested approval of an Offer to Provide Professional Consulting Services to the President of Southeastern Community College, received from Kennon D. Briggs, Higher Education Consultant. The Vice President of Administrative Services, Dan Figler, has submitted his resignation effective February 10, 2021. Dr. English reviewed several matters

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pertaining to the budget process and seeks the expertise of Mr. Briggs. Dr. English will present the county budget request to the County Commissioners on Monday, February 8, and Mr. Briggs would be included in the process. Other areas that Dr. English would seek consultation from Mr. Briggs would be for the Facilities Master Plan and the Strategic Master Facilities Plan. If approved, the contract would be for the period of January 12 through April 30, 2021. **A motion was made by Mr. Randy Britt to approve the professional services contract with Mr. Kennon Briggs, Higher Education Consultant, as stated by Dr. English. Mr. Henry Edmund seconded the motion. Motion carried unanimously.**

**Approval of Budget Transfers as of December 31, 2020:** Mr. Figler presented the budget transfers report and highlighted various aspects of the report.

- 48.2% spent in 50% of time – through Dec 31
- \$297,000 surplus
- CARES money spend extended (parameters on how it is spent, very detailed)

**A motion was made by Dr. Gary Lanier to approve the Budget Transfers report as of December 31, 2020. Ms. Emma Shaw seconded the motion. Motion carried unanimously.**

**Approval of Student Fee for Nail Technology Course (Continuing Ed) and Malpractice Insurance Fee:**

Dr. Michael Ayers requested approval of course fees for Manicuring / Nail Technology in the amount of .55 or current mandated fee for student insurance; \$17.50 or current mandated fee for malpractice insurance and \$1.25 or current mandated fee for student ID Card. **A motion was made by Mr. Henry Edmund to approve the course fees as presented. Ms. Theresa Blanks seconded the motion. Motion carried unanimously.**

**Non-Voting Items:**

**Update – Coronavirus Response and Relief Supplemental Appropriations Act:** Dr. English referenced the AACC documentation regarding CRRSAA. He explained differences in how the funds can be used and will follow the same format as the CARES Act. More information will be coming to the system office legal team on how to use the funds.

**Skills to Succeed Academy:** Dr. English spoke about difficulties faced by employers when trying to find people with soft skills. The Skills to Succeed Academy has developed an online format for the college to distribute. This program is being offered to Southeastern at no charge and will be beneficial to employers in the county. Angie Ransom, Bettina Cox, and Dr. Sylvia Cox will oversee the program.

**Budget and Salary Legislative Priority Document:** Dr. English referenced the 2021 Consensus Budget Priorities document included in the agenda packet and highlighted various segments:

- 5% increase for all college employees
- Fund Enrollment Adjustments and Budget Stabilization
- Continue Funding Modern and Secure College IT Systems
- Fund Surry CC-Yadkin Multicampus Center

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- Include Community Colleges in Capital Funding Proposals

Page two of the document discusses the following:

- Problems encountered with attracting and retaining faculty and staff to prepare NC's future workforce, especially in high-demand, high-skilled areas such as nursing and the trades
- Salary Comparison History
- National and Market Comparisons

Dr. English encouraged the trustees to keep the priority document in mind as they have discussions with legislative representatives. These priorities have been discussed with the college presidents and senior leadership at the system office.

**Budget Update:** Mr. Figler gave a budget update and advised that the college had a budget reversion of \$141,795 or 1.06% of the state budget. He indicated that the college had reserved 2% for a possible reversion and therefore will not experience a negative effect due to the required 1.06%. He discussed COVID related matters and spending deadlines. Mr. Figler concluded the presentation and stated that the college is in good financial shape for FY 2020-2021.

**Financial Audit Report and Recognition of Staff:** Mr. Figler was pleased to report that the financial statement and federal compliance audit at the college for year ended June 30, 2020 was positive with no findings. A copy of the letter was included in the agenda packet. Mr. Figler recognized staff for a job well done and commended the employees for managing a \$25 million budget with no audit findings. He and Dr. Sylvia Cox called Alison Soles, Donna McPherson (Business Office employees), and Sheila Dockery (Financial Aid Director) forward for the recognition. The Controller, Ms. Donna Turbeville, was not present but was also recognized for a job well done. Dr. Cox recognized Ms. Dockery for her work

with SACSCOC and as the Financial Aid director. She stated that Ms. Dockery does an amazing job managing the Financial Aid office. The office ranked highest on the Student Satisfaction Survey.

**Award Notice for AmeriCorps Seniors (RSVP) Grant:** Dr. Cox was pleased to announce that the application for a 2021 RSVP grant was approved by AmeriCorps for a grant award. It is a rigorous grant process and RSVP competed on a national level. RSVP has been at the college since 1973. She spoke about some of the services offered to Columbus County citizens.

**Enrollment Update:** Michael Ayers gave an Enrollment update and discussed the impact on FTE due to the COVID pandemic. There is a huge prison population that is not being served due to the inability to send staff into the prisons to teach.

Dr. Ayers presented a favorable report on Fire / EMS training. Dr. Ayers was pleased to report that under the leadership of Director Stephanie Kriner, the program has experienced an increase of 53%.

Dr. Ayers concluded the presentation and advised that there are lots of opportunities for enrollment. The college is currently working on spring enrollment with several new classes being offered in the non-credit area.

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**Facilities Committee:**

Facilities Committee Chair, Joe Hooks addressed the Board of Trustees regarding the need to hire a consulting firm to evaluate college facilities and Request for Proposal for Campus Food Service Operations. The committee met on January 19, 2021 and discussed items to move forward to the full Board of Trustees for consideration:

Request for Proposal #: 124-761, Strategic Facilities Master Plan, Date of Issue (Tentative: January 27, 2021) and Proposal Opening (Tentative: March 12, 2021)

Request for Proposal #: 124-770, Campus Food Service Operations, Date of Issue (January 29, 2021) and Proposal Opening (February 22, 2021 at 2:00 pm)

**A motion was received from the Facilities Committee to continue process with Request for Proposal #124-761 Strategic Facilities Master Plan and Request for Proposal #124-770 Campus Food Service Operations as submitted. (No Second is Required). Motion carried unanimously.**

Another topic discussed was Boomerang renovations and payment finalization. Some funds remain from bond monies.

**College Reports:**

President's Report – Dr. English highlighted various segments of the report. He informed the Board that he has been appointed to the Economic Development Board and is a voting member on that committee. Other items mentioned – donation from former Trustee Mr. Steve Smith for alternative transportation and charging station for utilization on campus; SACSCOC wrap-up process due in Atlanta, GA on March 1, 2021; Two consultants reviewed documentation and provided feedback. The Board of Trustees will be interviewed by the onsite team in September and more information to come. The college has a big year ahead with SACSCOC reaffirmation process. Dr. English discussed Apprenticeship NC. The college is ready to move forward on this initiative. He discussed the Dream Center and partnerships; Visit from Nation Hans, Awake 58 successes; COVID pandemic vaccinations and use of college facilities; Shoutout to Dr. Lanier for CARES IT funds through the Board of County Commissioners. Retreat for Board of County Commissioners at SCC campus on February 8, 2021. The college will submit its budget request during the 1-2:00pm time slot. College attendees will be Board Chair, Jack Hooks, Dr. English, Dan Figler, and Kennon Briggs.

**Recognition of Outgoing Vice President of Administrative Services:** Dr. English expressed appreciation to Mr. Figler for his years of service to the college and wished him well in his new endeavors.

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**Personnel Update:** Dr. English reviewed the personnel update report. Numerous reductions in force were acknowledged due to staff being unable to get back into the prison population to teach.

**Education and Training:** Dr. Ayers presented the report and commended IT Tech David Gore for his role in moving an incredible number of documents to thumb drive for submission to SACSCOC. Dr. Ayers was pleased to advise about the 95% passing rate of three-year rolling average for the ADN program. He discussed Quality Matters and three certified courses. This was a faculty lead effort. Another slate of courses to be submitted soon.

**Administrative Services Division Activities Report for Oct-Dec 2020:** Mr. Figler highlighted various areas of the report and advised that the waste removal company was switched to GFL from Waste Management. There was no contract with Waste Management. The switch included a price reduction for services. He briefly discussed projects / planning and referenced more information included in the report.

**Student Government Association Activities Report:** SGA President Mackenzie Park reviewed the report. She spoke about the Holiday Meal Boxes and generous donations from faculty and staff to make the event a huge success. Meal boxes were prepared and distributed to 70 students enabling them to enjoy a full holiday meal. Vice Chair Joe Hooks commended the efforts of the SGA and requested notification to the Trustees for future events so they can participate.

**Student Services Report:** Dr. Cox reviewed the Student Services report and highlighted various segments. She spoke about Pop-Up registration sites across the county as well as other innovative ways to register students. Dr. Cox referenced partnerships with universities, Early College (CCCA), Career and College Promise, and Educational Talent Search.

**Old Business:**

**Consideration of Rams Club Bylaws –** Dr. English discussed Rams Club Bylaws that were included in the November agenda packet as an information item. He requested approval of the Bylaws and advised that bylaws are an avenue to rejuvenate the Rams Club. Dr. Sylvia Cox will lead the effort. There are no monetary funds currently. **A motion was made by Mr. Henry Edmund to adopt the Rams Club Bylaws as presented. Mr. Randy Britt seconded the motion. Motion carried unanimously.**

**New Business:**

**Consider Rescheduling March 8 Board Meeting to March 22, 2021 and May 10 to May 24, 2021:** Dr. English requested approval to reschedule the March 8 meeting to March 22, 2021. This will provide more time for end of month report preparation. Further discussion by the Board included the request to reschedule the May 10 meeting to May 24, 2021 for the same reason.

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Consider Rescheduling 2021-2022 Regular Board meeting dates to 4<sup>th</sup> Monday / Bi-Monthly Regular meetings: Discussion was held regarding the change and it appeared that there are no conflicts with the requested change.

**A motion was made by Dr. Gary Lanier and seconded by Mr. Henry Edmund to reschedule the regular Board of Trustees meetings as follows:**

**March 8 rescheduled to March 22, 2021**

**May 10 rescheduled to May 24, 2021**

**FY 2021-2022 Regular Board meetings rescheduled to the 4<sup>th</sup> Monday, bi-monthly basis**

**Motion carried unanimously.**

**Reminders:**

Statement of Economic Interest (SEI) deadline – April 15, 2021

May 14, 2021 – Graduation

**Request to Enter Closed Session – REMOVED PRIOR TO ADOPTION OF AGENDA**

Ms. Karlyn Stephens, Athletics Director, expressed appreciation to the Board for adoption of Rams Club Bylaws and spoke about the advantages of having a Rams Club.

**There was no further business to be conducted, and a motion was made by Mr. Bobby Ezzell to adjourn at 7:41pm. Mr. Randy Britt seconded the motion. Motion carried unanimously.**



**Dr. Chris English, President**



**Judge Jack Hooks, Chairman  
SCC Board of Trustees**