

Minutes of the Southeastern Community College Board of Trustees
Monday, September 26, 2022 at 5:30pm
Williamson Library

Present: Judge Jack Hooks, Chair; Joe Hooks, Vice Chair; Randy Britt, Henry Edmund, Crystal Frink, Bobby Ezzell, Dr. Timothy Lance, Theresa Blanks, Dr. Dan Strickland, and Dr. Gary Lanier

Not in attendance: Emma Shaw, Dr. Maudie Davis

Others Present: Dr. Chris English, President; Dr. Sylvia Cox, EVP/Chief Academic Officers; Lacie Jacobs, COO, VP/Administrative Services; Terrie Priest, Foundation Director; Jess Hill, Clerk of Superior Court; Dr. Natalie Hinson, Dean of Institutional Effectiveness; Kaitlin Nobles, Faculty Council Chairperson; Carlton Williamson, College Attorney; Jennie Simmons, Executive Assistant; Bill Maultsby, Director of HR; Haylee Damato, Director of Marketing and Communication; Eugene Wayman, Former Trustee; Mr. Justin Smith, News Reporter; Tyler Cliff, Information Systems Specialist; and Erik Bautista, Information Systems Specialist

OPEN REGULAR BOARD MEETING SESSION:

Judge Hooks called the regular board meeting into session at 5:30pm

Recognition of Guest: Jack Hooks introduced Eugene Wayman and recognized him for his years of service and a job well done as a trustee. On behalf of the board, Chairman Hooks read the resolution in his honor and presented the framed resolution and a clock to Mr. Wayman. **A motion was made by Mr. Henry Edmund to place the resolution into the minutes of the meeting, was seconded by Dr. Gary Lanier and passed unanimously.**

Eugene Wayman spoke of his time as a Trustee and stated how blessed Dr. English is to have this group of board members. He also spoke about President Dr. English being a blessing to the college.

Scholarship Winners: Terrie Priest introduced the 3 student recipients of the 2022-2023 SCC Trustee Academic Scholarship. The recipients are Devyn Fowler from West Columbus, Dalton Thompson from South Columbus, and Fisher Soles from Whiteville High School. Terrie Priest also gave a short description of their accomplishments and future goals.

Library Updates: Dr. English referenced the upgrades to the library and pointed out several new items and projects, such as the new computer lab and new furniture purchased with money from county funds. He invited the trustees to tour around to check it out and be on the lookout for more changes to come.

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.

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Swearing in of Reappointed Board Member:

Oath of Office: Clerk of Superior Court, Jess Hill administered the Oath of Office to reappointed trustee Dr. Gary Lanier. Dr. Lanier was appointed by the North Carolina Governor for a four-year term expiring June 30, 2026.

Approval of Consent Agenda: Jack Hooks reminded the board that the consent agenda items should have been reviewed in advance. He asked if any item needed to be pulled for further discussion. There were none to be discussed prior to consent agenda vote. **A motion to approve the Consent Agenda items was made by Joe Hooks and seconded by Theresa Blanks. All were in favor.**

Notice of Termination of Farm Lease: Carlton Williams stated that he had sent the termination agreement to Anthony Cartrette on August 30, 2022 but had not received any response from them.

Voting Items: (Policies: 1.03: Philosophy on Administrative Support, 1.05: Hiring of New Personnel, 5.02: Notice of Employment ~~Contracts~~, 2.11: Intellectual Property, 5.08: Contents of the Personnel File, 5.09: Employment, 5.20: Educational Leave, 5.30: Corrective Action – Disciplinary Action and Performance Improvement Plans, Policy 5.31: Employee Grievance, ~~5.32: Non-Renewal of Contract~~, 5.33: Separation of Employment ~~Release from Contract~~, 5.34: Reduction in Force)

Dr. English explained that the objective for **At-Will** is to eliminate contracts. We reached out to other community colleges and 18 others have moved from contracts to At-Will. This is mostly about separation and not necessarily termination.

Carlton Williams added that this brings us inline with other colleges. An employee is not losing anything, they still have the rights set-up by personnel policy, this would just eliminate any gray area.

Bill Maultsby said the letter does not just outline salary; it also states conditions of employment and benefits. The At-Will leaves the employment opportunity open ended as with a contract the employee is employed from this date to this date.

Dr. English pointed out **Policy 5:20 Educational Leave** and said we could pull this out and not approve with the other policies being voted on tonight. We may need to clear up some of the language in this so that if someone is on educational leave, they need to have an expiration date or time frame for the leave. Dr. English stated we would strike through 5:20 until November.

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Dr. Gary Lanier inquired about how the offer letter to employees is worded. His concern is that if it states the yearly salary and someone leaves, they could possibly have a court case to get the years' salary. Bill Maulsby then read a segment from an offer letter showing that monthly and yearly salaries are both in the letter. Bill said we could clean up the letter if that is a concern. Carlton Williamson said whether monthly or yearly, the salary is subject to the same terms and conditions. This offer letter is not a contract or a guarantee of employment for a definite period of time.

Jack Hooks explained the section referring to the President's contract "*At the onset of hiring a president, it is understood that the president will be at-will until a contract has been approved by the full Board. The Board, at their discretion and as voted upon, can offer a contract to the president on a yearly or multi-year status.*" Jack Hooks expressed concern for the new wording and thought the change was unnecessary. Dr. English offered to strike through this section of the policy.

Randy Britt made a motion to approve the revised policies as written. Nine out of ten trustees voted "aye" while Judge Jack Hooks wanted it noted that his vote was "no" to the part that addresses contracts for the president.

Budget Update: Lacie Jacobs said we now have a state budget that was approved by State Board in August. She then gave an update of the total budget vs. expenditures as of August 31, 2022.

- State Operations budget is \$12,659,213 **Budget spent to date 20.16%**
(Approximately 90% of state funds go to salaries)
- State Capital budget is \$468,501 **Budget spent to date 24.21%**
- County Operations budget is \$1,779,580 **Budget spent to date 20.26%**
(County covers insurance and operations)
- County Capital budget is \$278,695 **Budget spent to date 7.43%**

Lacie Jacobs also explained that we carried forward the Covid 19 pandemic budget stabilization dollars. This will come in handy this year; we can shift some of those funds at the end of the year from the budget stabilization as needed.

We have the 2-1 budget summary in the finance committee report. We will need your vote on the budget this year.

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Bomb Threat: Bill Maulstby gave a timeline and order of events that took place on June 30, 2022. He reported that within 1 hour the campus was secured, buildings locked down, and campus was clear with the exception of a few students waiting on transportation. Mr. Maulstby identified a few deficiencies that day such as making arrangements to evacuate 3 to 5-year-old children from the child development center, rain, no bus keys, and he gave solutions to these deficiencies and a plan for the future. Overall, we feel like it was a successful evacuation.

CLERY Act: Bill Maulstby reminded the group that the purpose of The Clery Act is to provide our campus community with accurate, complete, and timely information about crimes and safety on the Southeastern Community College Campus. The Clery Act requires us to collect data, classify information, count incidents, and report crime and statistics in October each year, we report to the Department of Education. We also issue emergency notifications/campus alerts when necessary. We have one incident to report this year; It was a referral for disciplinary action for marijuana use on campus. At the November Board meeting we will have the actual CLERY Act report to share with you.

Strategic Plan Update: Dr. Natalie Hinson gave a reminder of the long term (5 year) 2026 target, progress of the last year, and an update of the short-term goals set for 2022-2023. She spoke about the President Council Retreat; the work that happened, the speakers, and the expansion of our task force. The groups have been busy working on developing their new action plans. The next official update will be in the summer.

Enrollment Update: Dr. Sylvia Cox reported on our summer Workforce /Continuing Education and in Curriculum. We have had growth in both areas. Summer Final FTE comparison shows 2020-2022 at a 74% increase and 2021-2022 at a 44.9% increase. Dr. Sylvia Cox then gave an enrollment summary for fall 2022; the trustees had a handout showing this information. So far 1,405 students have enrolled in curriculum programs. This document also showed percentages of gender, county of residences, age, employment, programs of study, full-time enrollment, and part-time enrollment.

Dr. English reviewed the concept of the one college model to the group and how this has helped with the workforce.

Dr. Cox introduced Kaitlin Nobles as our new Faculty Council President. She has learned under Dr. English's leadership about the one college model. Kaitlin Nobles expressed appreciation for

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the one college model and told how it had drastically increased the number of students in her class. She went from 20 or more students to 50 or more due to the CE to CU.

Committee Reports:

Facilities The facilities committee met on August 23, 2022 to discuss an Architect on Retainer. The facilities committee recommended to the full board to hire McMillian, Pazdan, & Smith for Architect on Retainer. **All were in favor of the recommendation.**

Randy Britt, as facilities chair, stated that the committee had also met on September 14, 2022 to discuss the 3-1 for the STEM building project. We have discussed how to handle the monies we have received and moving those funds around in order to get the bridge and road in to have access to the property and be able to do the other projects.

Dr. English explained we have \$14 million dollars allocated to us by the General Assembly for a STEM facility. We have approval from OSBM and the system office to go with multiple projects. For this first 3-1, we are asking the state board for approval to use the \$12.3 million funding to include a 10,000 sq ft lab space for automotive systems technology, 1,000 sq ft for 2 classrooms and office space. To go along with this building would be access to the 78 acres with a bridge, road access, and a 5 ½ acre asphalt driving pad at \$2.1 million.

Dr. English informed the trustees that we looked at other funding sources, but they were not feasible due to the high cost of the driving pad. We are currently still in contact with EDA and GoldenLEAF, our next ask would be to support Health care. If we could get 1.7 million dollars from the EDA and possibly, in addition to, the remaining, almost 2 million dollars to accommodate the 14 million, we can renovate part of R-building and expand to include a 3500 sq ft sim lab training facility.

Facilities Committee will meet again in October for the next 3-1.

Eddie Madden, County Manager presented this to the county commissioners for approval of this project because it will increase basic operational costs per year by about \$83,900 and the county takes care of our operational costs.

Once the board approves this, it will go to the state board for approval on October 15, 2022, then we will start the process for an architect.

Dr. Dan Strickland made a motion to approve the recommendation of moving forward with this. All were in favor.

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Finance

Budget Summary: Mr. Edmund, as finance committee chair, stated that the finance committee met on September 14, 2022 to discuss the budget summary. We discussed three items: budget summary, bookstore update, and vending machine annual transfer. We need board approval and a vote on those three things. **He said we recommend acceptance from the board to approve the budget summary.**

Lacie Jacobs gave a summary of the state, county, and institutional dollars, budget information, and FTE totals. We put the state budget allocations in the document, the letter from the county with the dollar amounts given from the county appropriations and county capitals, and the remaining are estimates for institutional funds based on fees we collect.

This is an annual requirement, once you all approve this budget package, it will be sent to the system office for their records. This year, actual dollar amounts for this year are higher than projected because of the turnaround in FTEs.

A motion was made by Mr. Henry Edmund on behalf of the Finance Committee to approve the budget summary. All were in favor.

Orcutt Bookstore: Lacie Jacobs stated that the sale of books has greatly declined due to online vendors and renting. Henry Edmund communicated the need for an RFP to analyze what is going on with the declining revenue in the bookstore and possibly outsource book sales. **On behalf of the finance committee, Henry Edmund recommended to do an RFP and keep the book markup the same. All were in favor.**

Vending Profits: On behalf of the finance committee, Henry Edmund recommended to transfer \$10,000 from vending profits, just like last year, to the President's discretionary fund. All were in favor.

College Reports:

Presidents Report Dr. English referred to his report that was uploaded on BoardDocs. He touched on a few important items.

- New System Office Interim President is Bill Carver
- Dr. English is serving with 4 other presidents on the Technology Committee for the Presidents' Association
- Serving also as a President representing Workforce Development Leadership Committee (WDLC). This committee will approve short term workforce training courses and programs. This committee meets every other month.

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- Tiny house will be at the Columbus County Fair
- SCC will have a booth at the fair
- SCC will participate in the parade on October 10, 2022 at 4:00pm
- Mobile Lab is up and running, please come take a tour and be on the lookout for a welding mobile unit in the near future
- Master Plan is complete; we will share when we get them printed.
- We are working to ramp up our programing on Educable and YouTube. We will present "Tech Talk on Tuesdays" starting tomorrow on Educable; also, Jessica Hill will host one called "Medical Mondays".
- Our Educable team will partner up with Al Leonard in Fair Bluff documenting where we are now, the flooding that happened, and what's to come. This will be a yearlong project and will eventually be on Educable.

Dr. English recognized and thanked Dr. Cox and Lacie Jacobs for their invaluable work. They carry a heavy workload and have lots going on behind the scenes; they do the work that 5 VPs do at other colleges. We work as a team; I could not do this job without the work they do. Also, the faculty and staff have really stepped up. I'm excited about the great team that we have on campus and the things that are coming our way. Dr. English then thanked the trustees for the opportunity they have given him to work with Southeastern Community College and the support they offer.

Henry Edmund asked about the 701 North facility. Dr. English said it is a complete working lab; 12 students are in the class. The facility is crowded, but it's working. Henry Edmund said the outside looks great. Dr. English announced that we will soon have an Open House and invite the Trustees, commissioners, and County Manager, Eddie Madden.

Dr. Cox reminded the trustees that we have our Advisory Committee Meeting tomorrow night at 6:00pm. We have had 179 people to RSVP. This event is hosted by SCC, Whiteville City Schools, and Columbus County Schools. High School teachers and College Instructors will come together with one voice to talk with our Business & Industry partners. The mobile lab will be available for a tour as well as the tiny house and a meal will be provided. Dr. Cox encouraged everyone to attend.

Executive VP, Administrative Services Division, and Foundation Reports:

Dr. Cox, Lacie Jacobs, and Terrie Priest declined to report out and offered for everyone to refer to their reports in BoardDocs.

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Student Government Association Report: Oretha Kinlaw, SGA President had childcare issues and could not attend tonight's meeting.

Faculty Council: Kailin Nobles, Faculty Council Chairperson, gave an update on the newly created Faculty Council. They will meet the 1st Thursday of each month, there are 7 representatives, and the next meeting is October 6, 2022.

Chairman's comments:

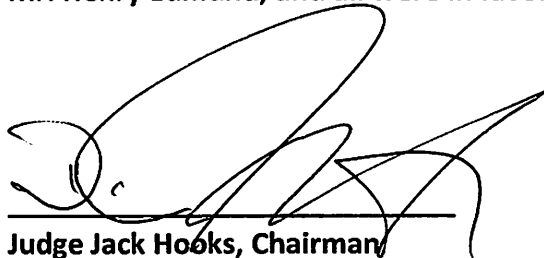
Jack Hooks thanked Kaitlin Nobles and encouraged her with her involvement. He also said he was looking forward to Oretha Kinlaw, SGA President attending the next board meeting.

Old Business: None

New Business: None

Reminders: Jack Hooks informed the board that they could refer to the upcoming events on BoardDocs.

There was no further business to discuss and a motion to adjourn the meeting was made by Mr. Henry Edmund, and all were in favor.

A handwritten signature in black ink, appearing to be 'J. Hooks', written over a horizontal line.

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

A handwritten signature in black ink, appearing to be 'C. English', written over a horizontal line.

Dr. Chris English, President