

**Minutes of the Southeastern Community College Board of Trustees**

**Monday, March 27, 2023, at 5:30 pm**

**T-Building, Rooms 120/122**

**Present:** Judge Jack Hooks, Chair; Joe Hooks, Vice Chair; Emma Shaw, Randy Britt, Henry Edmund, Bobby Ezzell, Dr. Gary Lanier, Dr. Dan Strickland, and Dr. Timothy Lance

**Others Present:** Dr. Chris English, President; Dr. Sylvia Cox, VP/Student Services; Ibreta Jackson, COO, VP/Administrative Services; Bill Maulsby, Director, Human Resources; Haylee Damato, Director, Marketing; Terrie Priest, Foundation Director; Kim High, Director of Nursing; Natalie Hinson, Dean of Student Learning and Innovation; Dr. Peter Chambers, Angie Ransom, Dean of Business Careers & Technical Training; Carol Ann Lydon, Dean of Research; Jennie Simmons, Executive Assistant; Tyler Cliff, Tech Support; and Justin Smith, News Reporter

**Not in Attendance:** Dr. Maudie Davis, Theresa Blanks, and Crystal Frink

**Open Regular Board Meeting Session:**

**Welcome:** Judge Jack Hooks welcomed everyone to the meeting and called the meeting into session at 5:30.

**Employee Recognition:** Dr. English recognized Angela Ransom and presented her with the "Game Changer" award. He read a story from a former SCC student who was homeless and destitute. The student gave Angela Ransom credit for turning her life around; she is now a successful citizen of Columbus County. Dr. English thanked Mrs. Ransom for the work that she does for the college and community.

**Special Guest Presentation:** Dr. Peter Chambers and Kimberley Fine presented the idea of installing a commercial grade pool on the SCC campus. Dr. Chambers is a huge advocate for swimming lessons and water safety. Dr. Chambers has written articles and published children's books based on water safety. He reviewed the many opportunities that this would create such as water aerobics, training for EMS and Fire, BLET water rescue, swimming lessons, and water safety.

They showed multiple examples of Mega-InstaPools of different sizes, shapes, and reviewed the costs.

It was decided that a small group will go see an installed Mega-InstaPool in Longs, SC. Dr. Chambers recommends a 17' X 37' x 52" pool with 3 swimming lanes at a cost of \$10,230. He has secured a \$5,000. donation. There will be some additional cost for insurance, fence, deck, chemicals, and a certified pool maintenance director.

Ibreta said our General Liability premiums will increase a little but will cover this.

Joe Hooks liked the idea and thanked Dr. Chambers for his enthusiasm.

Everyone agreed that this would be a great addition to the college and community.

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**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:** There was an amendment of the agenda to add a voting item for the STEM facility agreement from McMillan Pazdan Smith (MPS). **A motion to amend the agenda was made by Randy Britt and seconded by Henry Edmund. The motion was carried unanimously.**

**Approval of Consent Agenda:** There were no items that needed further discussion. **A motion to approve the Consent Agenda was made by Joe Hooks and seconded by Dr. Dan Strickland. The motion was carried unanimously.**

**Voting Items:** Dr. English noted a typo at number 6 on the contract that Joe Hooks pointed out. This will be shared with MPS and will be corrected.

Ibreta explained this contract is for the design services and advanced planning for the STEM building. Due to the cost of this project, state construction has full oversight. They will negotiate with the designer and general contractor. This is the pricing the designer came up with. Out of the \$14 million for this project, we are dedicating \$80,200 to the design with McMillan Pazdan Smith. The contract has MPS's signature and now we need the board's approval and signature. Dr. English noted that it is our responsibility to cover the cost of the site survey and environmental impact.

**Jack Hooks stated, that takes care of everything that was originally under the Consent Agenda and the amended item 3.7.**

**Information Items:**

**Budget Update:** Ibreta Jackson referenced the state budget report through February 2023. Looking at the 8th out of 12 months, we should be at 67% but we are slightly higher at 71.5%. We still have the budget stabilization but are trying not to use it because it will carry forward until December of 2024. The footnote shows if you add in budget stabilization, we are trending at 65%.

With county operational funds, we are at about 68.97% so we are trending a little high due to several prepaid items. This trend will flatten as we progress towards the end of the fiscal year.

**Office of the State Auditor:** Ibreta reported that we received a letter from the Office of the State Auditor stating we had a clean audit for 2021/2022; year ending June 30, 2022 with no fraud or errors. We will not have another audit until 2024.

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**Enrollment Update:** Carol Ann presented a PowerPoint with the enrollment summary. Our overall total for curriculum students enrolled is 1,405. She then pointed out the breakdown of full time, part time, programs of study, gender, employment, and age.

She also presented the fall-to-fall FTE and enrollment comparisons.

**2020** - 2,831 enrollment & 651 FTEs

**2021** - 3,071 enrollment & 715.6 FTEs

**2022** - 3,341 enrollment & 832 FTEs

We have had nice growth every semester.

She explained that this is only curriculum; It's hard to capture our continuing education students because some are only here for a class.

Instructional FTEs for the entire college from fall 2021 to fall 2022, we had a 16% increase. She referenced all community colleges in the state and showed we are the 3<sup>rd</sup> highest in our increase. One thing that impacted this was our retention from fall 2021 to fall 2022, we retained 54% of our students. The average among NC and the entire country is 50%. Because of us being 3<sup>rd</sup> highest and having that growth last year, we received \$220,158 funding from the system office that we were not expecting. Dr. English added there were many colleges that didn't receive any funding. We received in all three categories: curriculum, con- ed, and basic skills. We were in the top 10 with enrollment because of the one college model combining all the continuing education and curriculum, the renewed focus on the short-term credentials, partnerships with the high schools, nursing enrollment, and the following added programming: automotive, the advanced manufacturing mobile lab, and focus on construction trades.

**NC Career Coach:** Dr. Cox explained last time that we applied for a career coach grant, we were required to match funding, so we only applied for one. We had great support from the county commissioners and our employers who did the match. Due to some changes; we were not required to do a match and we were able to hire part time. So, this time we went after the maximum of 2 coaches and received funding for both of those.

The coaches focus on educating high school students, teachers, and staff about all the opportunities in career and technical education. One coach will be at Whiteville and East Columbus and the other one at South Columbus and West Columbus.

The funding is for 5 years, I think it was \$900,000 total for salaries and professional development for these individuals.

Dr. Cox gave thanks to Carol Ann for all her hard work on making this happen.

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**UNCP Articulation:** Dr. Cox said we can really celebrate this great articulation when we get Dr. English's calendar and the UNCP chancellor's calendar together. UNCP is working on some national accreditations for cyber security, and we are added into that. UNCP will take all credits and entire degrees that students receive at SCC and list it. So that student can go to UNCP as a junior just like our students from college transfer.

It will focus on cybersecurity, so it will be an AS to a BS in Information Technology.

We will look at these every 3 years to renew. These students could get a great job with the degree they earn at SCC or continue at UNCP and finish it up.

**Foundation By-Laws:** Terrie Priest gave some background information on the foundation by-laws. We contracted with Moss and Ross to look at them because they had not been looked at in a long time. We want to bring these changes to you all and then eventually to the foundation board for approval.

Moss and Ross suggested the following:

- Reduce number of Trustees on the foundation board from **12 to 4**
- Change President of the Foundation name to **Chairman**
- Change Investment Committee to **Finance Committee**
- Change Mini Grant Committee to **Grant Committee**
- Add a **Resource Development Committee**
- Change Foundation Board Meetings from once a year to **3 times per year**

When looking through the by-laws, the yellow highlighted is where the depth of the changes occur. I met with Jack Hooks and with Joe Hooks to have a conversation about the by-laws before bringing it to the full board. One of the things we were kind of poking around with and maybe making a recommendation is that there be term limits so the trustees can rotate on and off. Every year, the board chair pulls together a nominating committee for the trustees, we could easily include for that committee to nominate the board of trustees who will serve on the Foundation Board.

**Committee Reports:**

**Executive Committee** - Jack Hooks, Chair of Executive Committee reported that they met the day after the January board meeting to discuss an item that had been erroneously omitted at the board meeting. It was the approval of a recommendation from the Facilities Committee to retain Bill Worley to complete the Flex Lab. We reviewed the contract and proceeded to vote to accept Bill Worley's offer at \$335,000.

You will also note within the minutes, I insisted upon a second and Theresa Blanks did that. I know a recommendation from the facilities committee requires no second, but what we did was take the recommendation from the facilities committee to the Executive Committee. I've had it seconded and trust that Bill Worley is happily at work.

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**Facilities Committee** - Randy Britt referenced several topics that had been discussed at the facilities meeting.

- **Pool Discussion** (Presentation noted above)
- **County Budget Request Increase** - Dr. English reported a 6% increase in our operational ask, which is about \$100,000 of an increase that takes us to \$1.8 million roughly. A \$490,000 capital request for a single bay storage facility that will go on a concrete pad and will match up to our drill tower for the Fire Association Program. This will be outside of our normal HVAC and roof to roof annual allotment at \$135,000. We also need another fence installed at T-building just like the fence we put at the baseball/softball field to secure the mobile labs. Lastly, the outlets at the 4 high schools at about \$25,000 per RV style plug to be installed for the advanced manufacturing lab and the welding lab.
- **Land Lease**- We decided to move forward leasing the 78 acres to Mark Stanaland. For him to lease for 1 year, we will pick up \$7800.
- **CM@R**- (construction manager and risk) Dr. English explained that the state recommends any project over \$10 million have a construction manager at risk to manage the project. This STEM project exceeds \$10 million. It is very similar to how we advertise for a designer. We post it, get bids, interview, and then select. Having a CMR versus where you design it and then advertise for general contractor then bring them on, we will bring them on early and they can work with the designer from the beginning, this also gives us a guaranteed maximum price.
- **Duke Energy**- Duke will use SCC campus for a staging area under a major weather event. Duke Energy would bring trailers, set up places to sleep, eat, tents, they would use parking lots for their materials. If there is any damage, they will cover the cost of repairs.

**On behalf of the facilities committee, Randy Britt recommended moving forward with leasing the 78 acres to Mark Stanaland for 1 year. The recommendation needed no second. All were in favor.**

**College Reports:**

**President's Report**- Dr. English and Dr. Strickland will attend the Law-Legislative Seminar in Raleigh this week. Dr. Strickland will have his orientation and ethics training. Dr. English has a meeting scheduled with Senator Rabon and Representative Jones; he will also have a president's meeting. All presidents will get back together on Friday to close out the seminar. We have a \$12.5 million dollar ask to support a healthcare training facility. That is our number one need on campus to cover the things we need to train the next workforce beyond nursing. It includes pharmacy tech, medical laboratory technology, biology, and chemistry. The Community College system is asking for an investment of \$232 million from legislators to support 3.5% increase in faculty and staff pay next year: then another 3.5% in 2024/25. We are also asking for funding increase in operations compared to the UNC system that would take us

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from 54% to 66%. That means the college would get about a \$900,000 increase in our operational budget.

We still rank low in the country at 36<sup>th</sup> or maybe 42<sup>nd</sup> as far as pay. We are low compared to our sister systems in South Carolina and Georgia.

Dr. Meadows, Dr. Whichard, Dr. English, and Jason Beck had an apprenticeship request they gave to the county for \$150,000 reoccurring position that would be a shared position at the county level. The position would work with all these entities, would be stationed at the college, and on SCC's payroll. We would receive the funding from county government for the position, stipends for students, and travel money for students to be able to get to trainings.

We had a great meeting this past Tuesday in support of apprenticeships from our business and industry folks.

**Executive VP report-** Dr. Sylvia Cox said our mobile unit has visited every eighth-grade class in the county. We want to start educating students very young about the opportunities for technical education. On March 1<sup>st</sup>, we along with Columbus Regional signed our first apprentice. Our 4 apprentices are clinical medical assistant students working at Columbus Regional.

On Tuesday, March 21st, Whiteville City Schools, Columbus County schools and SCC worked together to hold an Advisory Council meeting with one voice. Dr. Cox expressed never having seen the superintendents and the president work so well together. They presented the county model incorporating internships, pre apprenticeships, and apprenticeships. We had about 150 people in attendance.

The healthcare and Public Safety Symposium was on March 11th. Our nursing students were able to get a clinical day here on campus. They played the role of being in a fatal accident, I think that's a requirement of being in the nursing program. Air link was here, things were offered to our nursing students, EMS, and Fire people. They were able to get continuing education credits.

**Administrative Services Report-** Mrs. Ibreta Jackson reported that our IT department, HR department, facilities, business, and finance have been meeting. We are trying to streamline some processes. HR has been working to automate a lot of these processes. We are trying to get away from paper and complete things online. Our IT department is rolling out a new phone system. It will enable Web calling, send phone calls, receive phone calls and work in a remote environment. Next month, we will install all new phones. Hopefully you noticed our facilities department has been busy trying to clean up campus in different areas. We are also in the early stages of business and finance to offer students options where they can make payments by phone being PCI compliant so they can use their credit card safely and it not be compromised. This summer or maybe fall, we should be able to issue student refunds via direct deposit. We

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wanted to move in that direction, and it should not cost us anything to do it because there are things already built into the systems that we can do; it just requires using manpower.

**Foundation Report-** Terrie Priest reported the Foundation Mini Grant Committee met a couple of weeks ago and awarded 5 mini grants. They are as follows:

- Mental Health First Aid to provide classes for faculty, staff, and students
- Rams Run 5K
- Transitional Studies Program
- The Rams Career Closet for equipment
- Minority Male Success initiative for a retreat

Terrie reminded the trustees about the President's Ball on April 29<sup>th</sup> at The Farm at Union Valley. Dr. Chambers is going to be one of our top sponsors along with Columbus Regional and McLeod Health.

**Faculty Council Report-** Kaitlin Nobles gave an update on Faculty Council. She said we have been working on the workload and evaluation process. With the evaluation process, we have been meeting with Dr. Cox, and she has taken the information back to the Deans. We will soon be ready to turn that over to Human Resources. We are still meeting about the workload policy. Those have been our two main focuses this year.

**SGA Report-** Oretha Kinlaw highlighted a few things that SGA had going on over the last 2 months.

She told about the Winter Wonderland event where \$11,291 was raised. It was a great event with bubbles, games, bouncy houses, and a hot cocoa station; a good time was had by all. She said SGA also hosted the Student Focus group with Trillium Health Resources who visited the college.

Our Food pantry has been a great success. Students are really utilizing this, so we need to work on replenishing what is being taken out. We will get a list of needed items sent out to everyone for support. We will also work with Jennie to get an invitation out to you all with a food-drive date.

**Chairman's Comments:**

**Statement of Economic Intent:** Jack Hooks reminded the board of their obligation to fill-out and submit the SEI form by April 17<sup>th</sup>. Failure to file or including false information is a crime in the state of North Carolina.

**Board of Trustees Self-Evaluation:** Jack Hooks explained the need to complete the online survey regarding our Self-Evaluation due by May 1<sup>st</sup>. Jennie Simmons has already sent those out.

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Old Business: NONE

Reminders: Judge Jack Hooks pointed out the reminders on the agenda and asked the trustees to read over them.


Request of Closed Session:

A motion was made by Randy Britt to enter Closed Session in accordance with NCGS 143-318.11 (a) (6) to discuss the president's contract and salary. Dr. Timothy Lance seconded the motion. Motion carried unanimously.

"Closed Session"

Jack Hooks asked if we had a motion to go back into open session. Henry Edmund made the motion, and it was seconded by Randy Britt. All were in favor.

There was no further business to discuss, a motion to adjourn the meeting was made by Jack Hooks at 7:45pm, all were in favor.

  
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Judge Jack Hooks, Chairman  
SCC Board of Trustees  
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Dr. Chris English, President