

Minutes of the Southeastern Community College Board of Trustees
Planning Retreat 9:00am – 1:00pm
Regular Board Meeting 1:00pm – 3:00pm
Tuesday, July 18, 2023
Bumminhole Lodge

Trustees Present: Judge Jack Hooks, Chair; Mr. Joe Hooks, Vice Chair; Mr. Randy Britt, Dr. Maudie Davis, Mr. Henry Edmund, Mr. Bobby Ezzell, Ms. Theresa Blanks, Dr. Dan Strickland, Dr. Gary Lanier, Ms. Crystal Frink, and Ms. Emma Shaw

Others Present: Dr. Chris English, President; Dr. Sylvia Cox, EVP/Chief Academic Officers; Ms. Ibreta Jackson, COO, VP/Administrative Services; Ms. Terrie Priest, Foundation Director; Carol Ann Lydon, Associate Dean of Research; Pamela Jacobs, Small Business Center Director; Brad Wilder, SGA President; Jess Hill, Clerk of Superior Court; Amanda Formyduval, HR Coordinator; Jennie Simmons, Executive Assistant; and Tyler Cliff, Tech Support

Absent: Dr. Timothy Lance

Welcome: Dr. English welcomed everyone and thanked them for coming. He gifted each trustee an orange polo shirt embroidered with the SCC logo. He then gave a rundown of the day's schedule. He explained that there would be a presentation of the Strategic Goals, and an enrollment summary, McMillion, Pazdan, Smith would give a presentation of the Transportation/STEM building during lunch, and then our regular board meeting would be held afterward.

Strategic Plan: Dr. Natalie Hinson called on each team leader to present the strategic plan update, which consisted of the Long-Term Goal, 2026 Target, 2022-2023 Short Term Goals, Successes, and the Recommended Short-Term Goal for 2023-2024.

Sylvia Cox - Long Term Goal # 1~ Increase SCC enrollment through existing college programs and the development of new programs that support student success and community job growth.

Recommended Short-Term Goal 2023-2024: Positively impact student success on all points of the student path from recruitment to job placement by establishing necessary baselines and implementing faculty and staff professional development training focused on student retention.

Terrie Priest - Long Term Goal # 2~ Increase SCC Foundation support for college programs through gifts, donations, and grants awarded.

Recommended Short-Term Goal 2023-2024: Develop and implement a 60th Anniversary campaign focusing on unrestricted giving.

Ibreta Jackson - Long Term Goal # 3~ Improve college infrastructure that supports existing programs and future programming for student/community success.

Recommended Short-Term Goal 2023-2024: Inventory the state of existing mechanical and technical infrastructure of the college.

Bill Maultsby - Long Term Goal # 4~ Expand the diversity of our faculty and staff through inclusive hiring practices promoting a culture of diversity, equity, and inclusion in the workplace.

Minutes of the Southeastern Community College Board of Trustees
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Bumminhole Lodge

Recommended Short-Term Goal 2023-2024: Perform a review of diversity, equity, and inclusion in SCC hiring practices and recommend and implement necessary revisions as a result of that review.

Amanda Formyduval – Long Term Goal # 5~ Engage the college employees and the citizens of Columbus County in activities that support a healthy community.

Recommended Short-Term Goal 2023-2024: Develop and implement a plan that focuses on increasing the mental wellness of students, employees, and the community.

Performance Measures Update:

Carol Ann Lydon gave a NCCCS 2023 Performance Measures overview. She presented data to show the progress from 2021 to 2023. She also pointed out the following:

- 7 Measures Utilizing Unique Methodologies and Cohort Models
- Moved to Five Levels of Performance in 2022
 - Met or Exceeded Excellence Level (1 SD above mean)
 - Above Average Band, Below Excellence Level (< .5 SD above mean)
 - Within Average Band (.5 SD Above and Below Mean)
 - Below Average Band, Above Baseline Level (> .5 SD below mean)
 - Below Baseline Level (2 SD below mean)
- Each College Receives Funding Based on Performance (24 mil Total)

Raising the Bell – 60th Anniversary, Success Scholarship, and Foundation By-Laws: Terrie Priest gave a handout and informed the committee of the “Raise the Bell” campaign that the Foundation has set in motion to create an outdoor space to showcase the Bell, which sits in the center of the SCC campus. Terrie explained multiple ways to donate to this wonderful cause.

She announced that our SCC Success Scholarship changed so that not just Columbus County residents but also North Carolina residents are eligible. Then we have the Success Scholarship Plus for adults 21 and older, which has the same requirements as the Success Scholarship.

There have been some changes in the Foundation By-Laws. In the past, all Board of Trustee members served on the Foundation Board; we will now have only four serve; we will have three meetings per year, and the names of some positions have changed.

Presentations of Transportation/STEM building: Jana Hartsell, Tom Savory, and Chris Youngblood, with McMillion, Pazdan, Smith, gave a presentation to the Trustees of the Transportation/STEM building. They presented campus maps and gave specific ideas/plans moving forward. The 500’ X 500’ driving pad will largely impact the location of this project. Because of the two ponds on the property, an environmental analysis will be required, to dictate buildable boundaries. We will be able to cut a 500-foot swath of the woods at the right along 74, providing a view of the Southeastern Community College campus. Jana explained there will be one more advanced planning meeting; we will get an estimate. We will need a

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survey of the site and an environmental study. The Army Core of Engineers will check the flagged areas. It could take up to 2 months to get them on campus. We submit those findings to the state of North Carolina. MPS provided a tentative completion date of 2026; the 16-month completion time is based on lead times, not the complexity of the construction.

OPEN REGULAR BOARD MEETING SESSION

Judge Hooks called the regular board meeting into session at 1:00 pm.

Employee Recognition: Dr. English recognized Pamela Jacobs and presented her with the “Game Changer” award. He complimented her huge success as the director of the small business center and the difference she is making in this community.

Swearing in of Reappointed Board Member:

Clerk of Superior Court Jess Hill administered the Oath of Office to reappointed trustees Mr. Joe Hooks and Ms. Crystal Frink. The Whiteville City School Board appointed Mr. Joe Hooks for a four-year term expiring June 30, 2027. The Governor appointed Ms. Frink for a four-year term expiring June 30, 2027.

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 Dr. Gary Lanier and seconded by Mr. Henry Edmund to approve the July 18, 2023, meeting agenda. The motion carried unanimously.

Approval of Consent Agenda: Jack Hooks asked if any consent agenda items needed to be further discussed. There were no concerns or discussion needed.

A motion was made by Dr. Dan Strickland and seconded by Mr. Joe Hooks to approve the consent agenda items. The motion carried unanimously.

Report of the Nominating Committee and Election of Officers:

Mr. Henry Edmund, who served as the Chairman of the Nominating Committee, presented the nominations of the following trustees as officers for the Southeastern Community College Board of Trustees. The nomination is for Joe Hooks to serve as Chairman, Theresa Blanks to

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Tuesday, July 18, 2023
Bumminhole Lodge

serve as Vice Chair, and Jennie Simmons as secretary. Mr. Edmund reminded the board of the term limits of the chair and vice chair. **By-Laws of the Trustees of Southeastern Community College, Article IV: Officers and Their Duties** *(The Chair, Vice Chair, and Secretary shall be elected for a period of one year but shall be eligible for re-election by the Board of Trustees. Individuals serving as Chair and Vice Chair shall be eligible for re-election to that position up to a total of three consecutive years per office.)*

Each nominee accepted the nomination.

Election of Officers

(2022-2023 Officers: Chair Jack Hooks; Vice Chair Joe Hooks; Secretary Emma Shaw)

Position	Nomination
Chair	Joe Hooks
Vice Chair	Theresa Blanks
Secretary	Jennie Simmons

Randy Britt made a motion to accept the nomination of officers for the next year. The motion was seconded by Dr. Dan Strickland and passed unanimously.

Committee Assignments:

Henry Edmund suggested to the newly appointed Chairman Joe Hooks the following Board of Trustees members to serve on the following sub-committees for the **2023-2024 year**.

Executive Committee (Required – Term of one year, Chair, Vice Chair, and four Board members)

(2022-2023 Members: Chair - Jack Hooks; Vice Chair - Joe Hooks; Other Members: Randy Britt, Theresa Blanks, Henry Edmund, Timothy Lance)

Position	Nomination
Chair	Joe Hooks
Vice Chair	Theresa Blanks
Member of Board	Jack Hooks
Member of Board	Timothy Lance
Member of Board	Randy Britt
Member of Board	Dan Strickland

Minutes of the Southeastern Community College Board of Trustees
Planning Retreat 9:00am – 1:00pm
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Tuesday, July 18, 2023
Bumminhole Lodge

Finance/Investment Committee

(2022-2023 Members: Henry Edmund, Chair; Bobby Ezzell, Emma Shaw, Gary Lanier, Maudie Davis)

Position	Appointed
Member of Board (Chair)	Henry Edmund
Member of Board	Gary Lanier
Member of Board	Bobby Ezzell
Member of Board	Maudie Davis
Member of Board	Emma Shaw

Facilities Committee

(2022-2023 Members: Randy Britt, Chair; Henry Edmund, Bobby Ezzell, Timothy Lance, Dan Strickland)

Position	Appointed
Member of Board (Chair)	Randy Britt
Member of Board	Dan Strickland
Member of Board	Bobby Ezzell
Member of Board	Timothy Lance
Member of Board	Henry Edmund

Curriculum Committee

(2022-2023 Members: Theresa Blanks, Chair; Gary Lanier, Crystal Frink, Dan Strickland)

Position	Appointed
Member of Board (Chair)	Dan Strickland
Member of Board	Jack Hooks
Member of Board	Gary Lanier
Member of Board	Crystal Frink

Joe Hooks called nominations from the floor for sub-committee chairs and members. After no others were suggested, a motion to close the nominations from the floor and accept the nominations as presented was made by Mr. Randy Britt and seconded by Dr. Gary Lanier. The motion passed unanimously.

Minutes of the Southeastern Community College Board of Trustees
Planning Retreat 9:00am – 1:00pm
Regular Board Meeting 1:00pm – 3:00pm
Tuesday, July 18, 2023
Bumminhole Lodge

Presentation of Re-Entry Program:

Ms. Ivy Kearney and State Representative with the Department of Adult Corrections Victor Hinnant shared a PowerPoint of information with the trustees about the Local Re-entry Council program. This program helps individuals coming out of prison and into the community acquire transportation, housing, and job training. The presentation to the trustees was just to inform them of this program and the idea of housing it on our campus. Joe Hooks said we will take this information and come back later with a recommendation on how we want to move forward.

Annual Report of Small Business Center:

Pamela Jacobs presented a PowerPoint with data from the year's accomplishments with the Small Business Center. She reviewed performance metrics showing 32 businesses started, 191 jobs created, and 200 jobs retained. She pointed out the tremendous trends from 2018 to 2023. Pamela invited the Trustees to a Small Business Listening Session with Representative Brenden Jones on July 28th at SCC. She told about a Small Business Center Newsletter she has recently created and then named several awards and recognitions she has earned this past year. Since starting the Small Business Center office in Tabor City on June 6, 2023, 4 new businesses have been started.

Dr. English was complimentary of the work Pamela Jacobs is doing.

End of Year Budget Report:

Mrs. Jackson gave an update on the budget vs. expenditures as of June 30, 2023. She reviewed the State and County expenses spent to date.

	<u>Budget</u>	<u>Expenses</u>	<u>% Budget Spent</u>
Operations	\$13,636,775	\$13,182,952	96.67%
Budget Stabilization	\$1,399,312	\$1,309,630	93.59%
Capital	\$1,046,481	\$ 496,652	47.46%
Total State Funds	\$16,082,818	\$14,989,234	93.20%

Ibreta also gave a list and description of all the "Carry Forward Funds." This is the Budget Stabilization, Enrollment Growth, Student Support, and Small College Prison, which will all carry forward. Those funds total \$1,093,334.

She also went over the operational and capital funds. Our budget was \$2,058,275; our expenses were \$2,058,275, so we spent 100% of our county funds, operating and capital.

Minutes of the Southeastern Community College Board of Trustees
Planning Retreat 9:00am – 1:00pm
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Tuesday, July 18, 2023
Bumminhole Lodge

2022-2023 Enrollment Summary: Carol Ann Lydon presented a PowerPoint with the enrollment summary. Our overall total for curriculum students enrolled is 1,922. She then pointed out the breakdown of full-time, part-time, programs of study, gender, employment, ethnicity, and age. She also presented the **Academic Year FTE Comparison** with a 28.4% increase for 2020-2021 and a 17.5% increase for the 2021-2022 school year.

Academic Year Enrollment Comparison

2020/2021 – 5,025 enrollment

2021/2022 – 5,429 enrollment

2022/2023 – 5,567 enrollment

Data Points of Interest

- 41.4% of the total FTE for 2022-2023 came from workforce/continuing education courses.
- Instructional FTE from online courses was back to pre-Covid levels in 2022-2023 (28%).
- 3% of FTE came from classes taught in public high schools (the highest percentage ever).
- SCC had the 40th highest FTE in the state in 2022-2023, up from 45th in 2021-2022.
- SCC's Hispanic student population continues to increase by 1-2% a year.
- Under 18 enrollment continues to increase 1-2% a year.
- Black student enrollment increased in 2022-2023 after decreasing the previous two years.

Dr. English said we need to give a shout-out to Dr. Cox and her team.

Finance Committee Report: Chairman Henry Edmund gave an update about the Finance Committee meeting, the \$220,000 funds for enrollment and complimented the job Ibreta is doing. Ibreta has been drilling down in many areas, some that have been overlooked for years, and coming up with ideas.

Facilities Committee Report:

Randy Britt, Chairman of the Facilities Committee, reported that the Facilities Committee met and discussed three items.

The committee recommends delegating authority to Dr. English to approve contracts up to \$250,000. Dr. English explained the recommendation and said this would keep us from going through the process so many times. The Finance Committee had this discussion and started looking at the cost of installation and purchasing materials. They have exceeded the \$50,000 mark in a lot of cases. The Finance Committee felt it would be good to approach the Facilities Committee with the recommendation. Everything will remain transparent; we will have a spreadsheet of dollar amounts to keep you update on these projects.

The committee could have given Dr. English the authority to go as high as \$500,000. Henry and the committee recommended \$250,000 instead of \$500,000.

All Trustees in attendance were in favor of the recommendation from the Facilities Committee.

Minutes of the Southeastern Community College Board of Trustees
Planning Retreat 9:00am – 1:00pm
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Bumminhole Lodge

The second recommendation from the facilities committee was to lease the lot in Fair Bluff for \$100.00 per month for truck driver training. We met several times and manipulated a few things. We are already leasing the property with the driving pad from TG Lovett. Fair Bluff has acquired 2 locations of property beyond TG's lot. We need to remove 3 trees and some vegetation and then put crush and run on the lot so maneuvers can be done. There's a recommendation that we go ahead with the lease agreement for \$100.00 per month.

All were in favor of the recommendation of leasing the lot in Fair Bluff.

The final item brought up by the facilities committee was the issue with the leaks in Cartrette Building roof and T-Building roof. They either need a new roof or the roof to be repaired. We are considering putting a silicone covering over the roof and skylights because replacing the roof is too costly. This repair project is still in the research phase to find the most cost-effective solution. We were introduced to a product like a silicon covering that goes over the existing roof. This cost is much less than replacing the roof. We received two quotes from vendors but are still researching to certify or verify which one we want to go with. The completed silicon covering will match the current cream color on the roof of T-building.

College Reports:

Presidents Report- Dr. English stated we still have no budget but hope to have an update after the President's conference next week. He has not been getting legislative updates from the system office, but when they start back up, he will send those out to the Trustees. He hopes to also gather some information on legislative decisions at the conference.

Dr. English introduced Kaylie Simmons as the new Director of Marketing and Communications. He reported that the position opened in May, a number of applicants were reviewed, and Kaylie came out on top. Also, Grant Merritt is no longer with the News Reporter; he has joined the marketing department and is already making a significant impact. He congratulated Kaylie and Grant.

Dr. English said we all know Dr. Dan Moore, a former president who is such a friend to the college and the Community College system. Dr. English referenced an email recently received from Dr. Moore regarding Jennie Simmons. He was very complimentary of Jennie and the job she does. His email shows that paying attention to detail makes a difference in everything you do.

Bill Maultsby was recognized for his years of service, and his bio and work history accomplishments were highlighted. Dr. English then announced Bill's retirement plans effective

Minutes of the Southeastern Community College Board of Trustees
Planning Retreat 9:00am – 1:00pm
Regular Board Meeting 1:00pm – 3:00pm
Tuesday, July 18, 2023
Bumminhole Lodge

August 31st. He thanked Bill for all he has done for the college and for the support he gave to him during his transition from Hendersonville to SCC, not only as an employee but also in the community. Bill has been such a great resource and will be greatly missed. Thank you, and Congratulations!

Executive VP Report – Dr. Sylvia Cox reported on the successes of our summer camps. She also touched on the vast interest in Truck Driver Training and the excellent orientation last week on July 13th. Dr. Cox told about the IT hiring event we pulled together in 1 week. It was a great success, with people lining up to attend 30 minutes before the doors even opened, and 135 people were interviewed. Dr. Cox also bragged about the Success Scholarship. Dr. Cox introduced SGA President Brad Wilder. Mr. Wilder gave some details about his accomplishments and then gave an update on his SGA plans for the coming year. Chairman Joe Hooks thanked him for serving in this important role.

Administrative Services Report – Ibreta Jackson thanked her team, specifically IT, for the work they do; she said our IT department is always there, whether on or off campus. So, Tyler, thank you for being here today. Bill Maulsby consistently checks on me and asks what he can do to help me. HR and the business office closed out the year with a balanced budget, which takes time and dedication. She said we have a great team, and everyone is pulling together to support the institution.

Foundation Update – Terrie Priest announced the Passport Acceptance Facility that will soon be on the SCC campus. Dr. English came in one day and said we needed to look at becoming a passport acceptance facility. I found out several CCs in the state are passport acceptance agencies and are very profitable. We visited Robinson Community College to see their facility and set-up firsthand.

Katie, Jennie, and I have been trained and approved by the US Department of State as passport acceptance agents. We have our facility number, so we will set a start date as soon as our space is set up.

Chairman's Comments:

Joe Hooks expressed how pleased he was with this year's graduation. He thanked everyone who participated and made it such a great event. It was fun, well organized, and meant a lot to the families.

Dr. English invited everyone to the Summer Camp Graduation on July 31st at 3:00 pm.

Old Business: None

Minutes of the Southeastern Community College Board of Trustees
Planning Retreat 9:00am – 1:00pm
Regular Board Meeting 1:00pm – 3:00pm
Tuesday, July 18, 2023
Bumminhole Lodge

New Business: None

Request of Closed Session:

A motion to go into closed session to discuss personnel issues was made by Randy Britt, seconded by Dr. Dan Strickland, and unanimously approved.

“Closed Session”

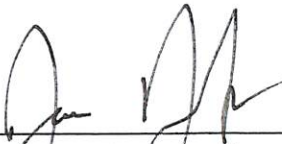
A motion was made by Henry Edmund to return to open session and seconded by Randy Britt. All were in favor.

During the closed session, a discussion went on about the overload procedure that has been created. Our salaries have been outpacing our student enrollment. We are doing a deep dive into workload and developing an effective procedure to correct this major issue. The trustees were fully onboard in support of the changes having to be made due to the high cost of overload.

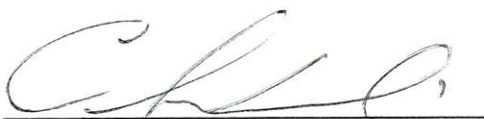
No further business was to be conducted; Joe Hooks adjourned the meeting.



Judge Jack Hooks, Chairman (Outgoing)
SCC Board of Trustees



Joe Hooks, Chairman (Incoming)
SCC Board of Trustees



Dr. Chris English, President