

Minutes of the Southeastern Community College Board of Trustees
Monday, September 30, 2024 at 12:00pm
A-Building, room 210

Present: Joe Hooks, Chair; Theresa Blanks, Vice Chair; Henry Edmund, Al Leonard, Chandler Worley, Dr. Danny McPherson, Dr. Dan Strickland, and Dr. Gary Lanier

Not in attendance: Dr. Maudie Davis, Emma Shaw, Jack Hooks, and Ricky Bullard

Guest: Dr. Timothy Lance, Mr. & Mrs. Randy Britt

Others Present: Ibreta Jackson, COO, VP/Administrative Services; Terrie Priest, Foundation Executive Director; Dr. Natalie Hinson, Dean of Institutional Effectiveness; Jennie Simmons, Executive Assistant; Kaylie Simmons, Director of Marketing & Communication; Pamela Jacobs, Director of the Small Business Center; Denise Young, Director of Apprenticeship; Erick Bautista, Information Systems Specialist; Katie Floyd, Student Event Coordinator; Kaitlin Nobles, Instructor's Council Chair; and Justin Smith, News Reporter

Lunch was served prior to the start of the meeting.

OPEN REGULAR BOARD MEETING SESSION:

Chairman Joe Hooks welcomed everyone and called the regular board meeting into session at 12:30 p.m.

Swearing-In of Newly Appointed Trustee:

Clerk of Superior Court Jess Hill administered the Oath of Office to Newly Appointed SCC Trustee Al Leonard. Senator Bill Rabon appointed Mr. Leonard for a four-year term expiring June 30, 2028.

Recognition of Service:

Ibreta Jackson and Joe Hooks honored Dr. Timothy Lance by presenting him with a resolution, which was read aloud, and gifted him a framed copy along with a glass clock engraved with his name and years of service.

They also recognized Randy Britt for his 21 years as Chairman and Trustee of SCC from 2003 to 2024. He was gifted a personalized rocking chair featuring a metal plate inscribed with his name and years of service. Chairman Joe Hooks read a resolution in Randy's honor on behalf of the board and presented him with the framed copy. Randy expressed his love for the college and said he intended to stay involved.

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Introduction of Apprenticeship Programs Director, Denise Young:

Denise Young is the Director of Apprenticeship Programs after serving as Apprenticeship Coordinator. She has been with Southeastern for 26 years, starting in Job Link before transitioning to Basic Skills/Transitional Studies, where she spent 17 years. She served as chief examiner, administering high school equivalence tests here and at local prisons.

Denise shared two flyers and invited the trustees to the first open house internship event on November 20th at Southeastern. This event is part of National Apprenticeship Week, which runs from November 17th through 23rd. High school students can network with employers as employers get a glimpse of the student pipeline being prepared for their workforce needs. There will be a signing with Columbus County and Whiteville City Schools on that day. We invite you to join us for all these exciting events, and lunch will be provided.

The second flyer, "Pathway to Apprenticeship," is for our high school juniors and seniors interested in pre-apprenticeship and apprenticeship. They will get job shadowing experience at school and in the (PTE) Pathway to Employment Class, as well as industry tours, summer camps, and then they will move to the National Apprenticeship Showcase on November 20th.

Denise explained the following phases leading up to the beginning of the apprenticeship.

- Pre-Apprenticeship Application
- Selection & Signing Day (on campus)
- Pre-Apprentices Experience
- Apprenticeship Begins

One hundred twenty days after graduating high school, North Carolina Apprenticeship will waive their tuition if a student enters an apprenticeship program.

Denise and her team are working closely with the CTE directors from Whiteville City and Columbus County Schools. They met with both superintendents last Tuesday and will meet with principals to get help identifying these students.

Ibreta said we are moving into our second year of this apprenticeship program in collaboration with Whiteville City and Columbus County Schools, which centers around our high school students.

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Ethics Awareness and Conflict of Interest Reminder:

Joe Hooks reminded the trustees of the Ethics Awareness and Conflict of Interest Statement and asked if anyone had a conflict or the appearance of one to disclose it and refrain from participating in related matters. The following trustees requested to be excused from voting on items that could pose a conflict of interest:

- Al Leonard: Tabor City Small Business Lease Agreement, as he is employed by the Town of Tabor City.
- Dr. Gary Lanier: Rezoning of SCC land parcels due to his role as Planning Director for Columbus County.
- Chandler Worley: Rezoning SCC land parcels, as his property adjoins the land in question.

Joe Hooks thanked the trustees for acknowledging those possible conflicts.

Approval of Meeting Agenda:

No changes to the agenda were needed.

A motion was made by Dr. Gary Lanier and seconded by Dr. Danny McPherson to approve the agenda as presented for the September 30, 2024 meeting. The motion carried unanimously.

Approval of Consent Agenda:

Joe Hooks reminded the board that the consent agenda items should have been reviewed in advance. He asked if any items needed to be pulled out before the consent agenda vote.

The items listed on the consent agenda are as follows:

- Regular Session Minutes from July 11, 2024
- New Employees and Personnel Update
- Proposed Child Development Center tuition increase
- Small Business Center Lease agreement with Tabor City
- Report of Disposals
- Annual Campus Safety and Security Report (Clery Act)

There was no discussion needed, so a motion to approve the Consent Agenda was made by Dr. Dan Strickland and seconded by Theresa Blanks. Al Leonard refrained from voting due to ethics awareness and conflict of interest. All others were in favor.

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Voting Items:

Surplus of Pianos: Ibreta explained that a survey had been conducted on the pianos we have on campus, and a decision needs to be made regarding how many to keep and which to sell. The goal is to sell the 4 uprights, the Kawai Grand and Baldwin Grand pianos, and use the proceeds to service and repair the Steinway Grand and Yamaha Grand, which are intended to be kept.

Dr. Strickland suggested offering the 4 upright pianos to local middle schools first. It was agreed that the pianos would be sold if the middle schools did not express interest.

Dr. Strickland made a motion to sell the Kawai Grand and Baldwin Grand pianos and offer the 4 upright pianos to Whiteville City Schools and Columbus County Schools. If they decline, the pianos will be sold. The motion was seconded by Al Leonard and passed unanimously.

Zoning Acknowledgment: As the planning director of Columbus County, Dr. Gary Lanier, noted that some of the college's parcels of land are currently zoned as residential agriculture but need to be designated as institutional. The land is officially owned by either Southeastern Community College or Southeastern Community College Trustees, but all parcels belong to the college. Dr. Lanier identified four lots that were zoned residential agricultural, which were either purchased or donated to the college. Notably, the field intended for the new automotive center is zoned residential agricultural.

All the land between the Jobs Foundation land and the woods is zoned for residential agriculture. Dr. Lanier consulted the GIS team to initiate a change for all college-owned land to be classified as institutional. He decided to start with the trustees first to get the board to vote on zoning all residential agricultural property we own to institutional, which is necessary before construction can begin.

Dr. Lanier will include this request on the agenda for the county commissioners meeting and review it with the planning board.

Chandler Worley expressed his intention to abstain from voting due to the proximity of his land to these parcels, as it may affect the value of his property.

Dr. Danny McPherson made a motion that we request to the county commissioners that we rezone the property in the SCC Trustees and SCC Community College property be rezoned to Institutional.

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Al Leonard made a second. Dr. Gary Lanier and Chandler Worley abstained from voting. All others were in favor.

Information Items:

Budget Update State: Ibreta Jackson reported that the state operating budget was received in August 2024. The College's baseline budget for FY '25 is 3% higher than the FY '24 baseline. While our FTE (Full-Time Equivalent Students) has remained relatively steady, the 3% increase accounts for the State-approved salary raises for all full-time employees in July 2024. The state budget includes \$400,000 in High-Cost Health Care Workforce Expansion Funds allocated to our EMS Program. With just two months into the fiscal year, we aim to be trending at 17%, and as of August, we are at 16.41%.

Budget Update County: The \$2,380,373 county budget for FY'25 is 3% less than the total budget for FY'24. The approved budget increased in operating funds but decreased in allocated capital funds. The county budget includes a \$100,000 additional request to support the transformation of Building N into a Garage Storage Unit for the Maintenance Department. The County also approved the \$150,000 yearly support of the Apprenticeship Program, a collaboration between SCC, Columbus County Schools, and Whiteville City Schools.

Ibreta and Mr. Edmund met last week to discuss the budget, noting the need for careful monitoring due to rising utilities, supplies, and materials costs. Last year was already financially tight, and this year is expected to be even more challenging.

D-Building Project Closed: In 2014-2015, the D-building, which is the auditorium, had some renovations to the bathrooms and ticket booth, and the seating was updated. Although the project was completed, the paperwork was never officially finalized. We need to close this project out with the state.

Small Business Center Annual Report: Pamela Jacobs, Director of the Small Business Center, delivered her annual report, showcasing the performance metrics for 2024. The report highlighted the creation of 33 new businesses, 166 jobs, and the retention of 377. She noted the substantial growth from 2019 to 2024. This year, she has worked with 188 clients, dedicating 451.25 hours to counseling.

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Pamela shared that she was invited to write an article that was published in the National Association of Community College Educators Magazine and highlighted several additional achievements from the year.

She also outlined an exciting opportunity with the KBR Grant and a partnership with the Columbus Jobs Foundation to create a micro-loan program, which has already funded two small businesses.

She announced that the Young Entrepreneurs Camp would be held on October 21-22, and each trustee would be invited. This camp is for students from all Columbus County High Schools and is supported by partnerships with Woodmen of the World, SCC Foundation, Focus Broadband, and Provolas. She provided details about the camp's requirements and the selection process, noting that in the end, one student from each school will be selected and will receive a laptop provided by Provolas.

Perkins Update: Natalie Hinson presented a slide presentation on Perkins, a federal education program aimed at expanding access to high-quality Career and Technical Education (CTE) programs.

The \$148,132 allocated for 2023-2024 was used to support various initiatives, including Outreach kit resources for CTE Faculty, Career Days/outreach events with middle and high schools, Professional Development for CTE Faculty/Staff, Articulation work with high school partners, Equipment for CTE programs, Pathways to Employment course review and redesign, CTE high school summer camp supplies/resources, College 4 Kids development and implementation, and Skills USA and National Technical Honors Society student organization activities.

The allocation for 2024-2025 is \$153,029.00, which will fund:

- Summer camp/College 4 Kids Activities
- CTE Faculty/staff professional development
- Partnerships with teachers at high schools teaching college courses-articulation and apprenticeship work
- Equipment for CTE programs
- Continue to build out outreach kit resources for CTE faculty
- Career fairs in partnership with high schools
- Skills USA and National Technical Honors Society student organization activities

This federal grant significantly benefits our institution, CTE programs & faculty, students, and the community.

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Committee Reports:

Curriculum Committee: Dr. Lanier reported the curriculum committee met on September 3, 2024, to review program offerings. The Cosmetology Instructor and Manicuring/Nail Technology programs have been facing low enrollment. The committee recommended requesting a 1-year extension to allow time to increase enrollment and strengthen the programs.

Dr. Danny McPherson seconded the committee's recommendation to pursue the 1-year extension request for the 2 programs, and all trustees were in favor.

Dr. Lanier explained the addition of an EMS curriculum associate degree program. This will require a written prospectus to be submitted to SACSCOC for review. The committee recommends giving authorization to write the prospectus to add the EMS curriculum degree program to SCC.

Al Leonard seconded the recommendation from the curriculum committee to pursue the Emergency Medical Services degree program. All trustees were in favor.

Discussion Item:

Policy Review and Adoption: Shatley Law Firm, which primarily deals with educational institutions and currently works with 23 other community colleges, has been identified as a potential partner to help review and update our policies and procedures considering various legislative changes and state board code updates. We will meet with them next month to discuss their services and determine the associated costs.

We will continue our relationship with Carlton Williamson, and even their team agrees that working with a law firm specializing in education would benefit this process. We wanted to inform you of this potential partnership and will provide cost details once we have them.

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Capital Projects Update:

Ibreta gave a report on capital projects around campus. The total allocated to these projects is \$35,480,276.

- **Greenhouse** – Ribbon Cutting held September 25, 2024
- **Transportation Technology Building** - Finishing Schematic Design Phase. Basic Service Contract signed with MPS. Should progress to the Design Development Phase within the next 60 days.
- **Building M & T Renovations** - Final walkthrough with Engineers on September 18, 2024. Construction is scheduled to begin the week of September 30, 2024.
- **Building Access Controls** - Contract with Quality Consulting Engineers signed in August 2024.
- **Nesmith Building – Student Center Renovation** - Submitted request to State Construction Office to approve Design/Build Delivery Method. Pending approval
- **Roof Repair – Cartrette & T Building** - Renovations slated to begin October 2024
- **Athletics Field Upgrade** - Design applicants are to be reviewed at the next BOT Facilities Committee meeting on October 10, 2024.
- **Health Science Building R Renovation and Addition** - Project approved by NCCCS. Preparing request to submit to State Construction Office to approve Design/Build Delivery Method.
- **Gazebo & Raise the Bell Project** - Bell was removed by Verdin for a survey. Awaiting a fully executed copy of the contract from Artworks Builders

College Reports:

Presidents Report: Dr. English’s report was available on BoardDocs.

Executive VP Report: Dr. Sylvia Cox’s report can also be found on BoardDocs.

Administrative Services Division Report: Ibreta Jackson highlighted in her Administrative Services report that college employees received a 3% increase in salary, and the business office released the 1st run of financial aid checks for \$1.2 million.

SCC Foundation Report: Terrie Priest presented each trustee with an Annual Foundation Report. She stated that \$239,815 was approved at the Annual Foundation Meeting.

Randy Britt has been chosen as a member of the Foundation Board, filling the position of Willard Small.

She gave a passport update, saying in three months, they had processed 54 passports, raising \$2085 in unrestricted funds.

The foundation would like to take donations for the people of Western North Carolina. There will be more to come on that topic.

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Instructor's Council Report: Instructor's Council Chair Kaitlin Nobles explained the name change for her committee. The term "instructor" is more inclusive than Faculty Council or Faculty Senate. They met in May and will meet again in October; the main topics to be discussed are the Faculty Senate Scholarship and Faculty/Instructional Staff Survey.

Student Government Association Report: Student Engagement Coordinator Katie Floyd provided a short bio on each new 2024-2025 SGA Officer. The new officers are Riley Benton, SGA President; Caleb Ammons, Vice President; Trinity Fowler, Secretary; and Austin Powell, Treasurer.

The officers could not attend the board meeting due to prior commitments.


Chairman's comments: Joe Hooks informed the trustees of the devastation in Western North Carolina from Hurricane Helene and how Dr. English's family had been affected.

Old Business: None

New Business: Dr. Natalie Hinson gave an update on the Fall Advisory Committee Meeting that took place on Thursday, September 26th. She thanked everyone for attending and said there would be another meeting in the Spring.

Reminders: Joe Hooks reminded the board of several upcoming events and dates.

The meeting was adjourned at 2:00pm.



Joe Hooks, Chairman
SCC Board of Trustees



Dr. Chris English, President
Southeastern Community College