

Minutes of the Southeastern Community College Board of Trustees
Planning Retreat 9:00 – 1:00 & Regular Board Meeting 1:00– 3:00
Tuesday, July 11, 2024
Ritz Center, Tabor City

Trustees Present: Joe Hooks, Chair; Theresa Blanks, Vice Chair; Dr. Maudie Davis, Mr. Henry Edmund, Ms. Theresa Blanks, Dr. Dan Strickland, Jack Hooks, Dr. Gary Lanier, Chandler Worley, Dr. Danny McPherson, Ricky Bullard, 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; Kaylie Simmons, Marketing Director; Jess Hill, Clerk of Superior Court; Jennie Simmons, Executive Assistant; Tyler Cliff, Tech Support; Deuce Niven; and Justin Smith

Absent: Al Leonard

Welcome: Dr. English welcomed everyone and thanked them for coming. He gifted each trustee a 60th Anniversary T-shirt and an SCC-insulated cup. He then gave an overview of the day's schedule. He explained there would be a Strategic Goals presentation, an enrollment summary, myFutureNC presentation, and then Jessica Hill would give a Nursing Department presentation during lunch. The regular board meeting would begin afterward at 1:00 pm.

Performance Measures Overview: Carol Ann Lydon gave an overview of NCCCS 2024 Performance Measures. She pointed out a graph comparing the System Baseline, SCC Performance for 4 years, the System Mean, and Excellent Level. She then called Veronica Powell, Kimberly Fine, and Brenda Orders to explain plans for improving the performance measures in their areas.

- **Basic Skills Progress:** Veronica Powell explained the downfalls and ideas for improving the low Basic Skills Student Performance measures. Pre-tests and post-tests are conducted to measure progress. After they receive their diploma, they are encouraged to enroll in post-secondary education. Some of the improvement strategies are opening new sites, Professional Development, SCC Foundation Mini-Grants, Digital Navigator Grant, and IET (Integrated Education and Training, Recruitment, Reports, Events, Door to Door, Bootcamp, Phone Calls, Emails, & social media).
- **Public Safety Performance Measure:** Dean Kimberly Fine presented strategies for improvement in the Basic Emergency Medical Technician program, Basic Law Enforcement Training program, and Detention Officer Certification Course. She discussed possible reasons for the decline in performance and outlined various changes implemented to enhance performance measures going forward.
- **Cosmetology Performance Measures:** Assistant Dean Brenda Orders addressed solutions for the low-performance measures in 22/23. Our state board numbers show a 100% pass rate in Practical Cosmetology, but many students lack practical experience due to insufficient background in regular college courses. To improve, we are switching from Pivot Point to Milady, which aligns better with exam requirements. We are just below the system average, but we're making progress.

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Carol Ann presented graphs and reviewed the data for Success in College-level English, First-Year Progression, Curriculum Completion Rates, Licensure & Certification Pass Rates, and Transfer Performance.

Strategic Plan: Dr. Natalie Hinson called on each team leader to present the strategic plan update, which consisted of the Long-Term Goal and the Recommended Short-Term Goal for 2024-2025.

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 24-25: Positively impact student success on all points of the student path from recruitment to job placement through campus-wide cohesion around three newly developed strategic anchors: engaging delivery, community-oriented, and student-centric support.

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

Recommended Short-Term Goal 24-25: Continue the implementation of the 60th Anniversary campaign (July-Dec 2024), focusing on unrestricted giving with an overall unrestricted giving goal of \$250,000 for 2024-2025

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

Recommended Short-Term Goal 24-25: Perform an assessment of remaining buildings and develop an action plan with recommendations to college leadership and the Board of Trustees Facilities Committee.

Ibreta Jackson - 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.

Recommended Short-Term Goal 24-25: Strengthen the relationships with existing partners in higher education to establish a pipeline of future job candidates for SCC.

Kaylie Simmons – 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 24-25: Develop and implement a plan aimed at increasing healthy nutritional awareness, education, and offerings for students, employees, and the community.

Presentation from myFutureNC: A team comprised of Dr. Deanne Meadows, Jessica Swencki, Lisa Adkins, and Robert Locklear reviewed and explained the data from NCReconnect by the John M. Belk Foundation. They gave the group time to review the Attainment Profiles and then answered any attendees' questions. NCReconnect has trained coaches who contact these students by text, phone calls, or emails. They work directly with students to create a plan for them to go back to school. The coach stays in touch with the student and the college.

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Nursing Update: Jessica Hill reported on the nursing program's status, presenting a PowerPoint with data on LPNs and RNs per 10,000 population by counties in NC. The state average is 16.1 LPNs per 10,000 as of 2022. She discussed challenges, abundant opportunities, and solution-focused momentum. She also reviewed growth data for the ADN and NCLEX pass rates on the first attempt, job placement, and nurses retained in-state two years after graduation.

OPEN REGULAR BOARD MEETING SESSION

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

Swearing in of Newly Appointed Board Members: Clerk of Superior Court Jess Hill administered the Oath of Office to Newly Appointed trustees Mr. Ricky Bullard, Mr. Chandler Worley, and Dr. Danny McPherson. The County Commissioners appointed Mr. Ricky Bullard for a four-year term expiring June 30, 2028. Representative Brenden Jones appointed Mr. Chandler Worley for a four-year term expiring June 30, 2028, and Dr. Danny McPherson for a 3-year term expiring June 30, 2027.

Ethics Awareness and Conflict of Interest Reminder: Joe 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: Joe asked that the agenda be amended to add the subcommittee recommendations under section 9, Chairman's Comments.

Henry Edmund moved to approve the modified agenda for the July 11, 2024 meeting. Dr. Gary Lanier seconded the motion. All were in favor.

Approval of Consent Agenda: Joe Hooks explained the process and function of a consent agenda and asked if any items needed to be further discussed. There were no concerns or discussions required. The consent agenda items were as follows:

- Regular Session Minutes – Monday, May 20, 2024
- New Employees and Personnel Update
- President's Blanket Travel – 2024/2025
- Columbus Career & College Academy Cooperative Innovative High School Renewal
- Report of Disposals – Ibreta Jackson
- September Board of Trustees meeting date change – Sept. 23rd to Sept. 30th
- Perkins Grant Allotment Options 2024-2025
- SCC & Columbus County Schools Regarding TRIO: Educational Talent Search MOU

Gary Lanier asked that they move to approve the consent agenda, and Mr. Henry Edmund seconded the motion. The motion carried unanimously.

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Voting Item:

Approval of Amended SCC Bylaws: Changes to our bylaws, prompted by the legislatures, resulted in an addition. The board of trustees' secretary is obligated to submit information to the Legislative Library by August 1st of each year.

The trustee information required is:

- | | |
|-------------------------|---------------------------------------------------|
| 1. Name and address | 4. If filling a vacancy, name of previous trustee |
| 2. County of residence | 5. Date term begins |
| 3. Appointing Authority | 6. Date term ends |

Ricky Bullard made a motion to add this amendment to our bylaws, which Jack Hooks seconded. The motion passed unanimously.

Information Items:

End of Year Budget Report: Mrs. Jackson gave an update on the budget vs. expenditures as of June 2024. She reviewed the State and County expenses spent to date.

<u>State</u>	<u>Budget</u>	<u>Expenses</u>	<u>% Budget Spent</u>
Operations	\$15,404,274	\$15,294,198	99.29%
Capital	\$1,126,904	\$ 955,766	84.81%
Total State Funds	\$16,531,178	\$16,249,964	98.30%

Ibreta also gave a list and description of all the "Carryforward Funds." This is the Basic Skills PBF, Apprenticeship ABA, Underserved Student, and Capital Outlay, which will all carry forward. Those funds total \$253,449.

The total state funds unspent pending reallocation is at \$27,765.

She also went over the county operational and capital funds. Our budget was \$2,435,410; our expenses were \$2,435,410, so we spent 100% of our county funds.

2023-2024 Enrollment Summary: Carol Ann Lydon presented a PowerPoint with the SCC Enrollment Summary. Our overall total for curriculum students enrolled is 1,869. She then pointed out the breakdown of full-time enrollment, part-time enrollment, programs of study, gender, county of residence, employment, ethnicity, and age.

She also presented the **Academic Year FTE Comparison** with a 3% increase over 2022-2023 and a 28.8% increase over the 2020-2021 school year.

Academic Year Enrollment Comparison

2020/2021 – 5,025

2021/2022 – 5,429

2022/2023 – 5,542

2023/2024 – 5,723

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SACSCOC Update: Dr. Natalie Hinson referenced the letter on page 39 of the board book, which detailed the recent visit from the SACSCOC team. They came to follow up on our request to offer 50 to 100% of a certificate, degree, or diploma at our three off-site locations. The team reported no recommendations during the exit conference, indicating unofficial approval. Later, we received a phone call and then this letter confirming our official approval at their June board meeting.

STEM Facility Update: The STEM automotive facility will be constructed on an undeveloped part of the campus. The project initially had a budget of \$14 million, but after meetings with designers, CMR, and GC, the cost has increased to \$22 million due to infrastructure needs. This project is under state construction oversight. Although we manage the project, the state construction office has the ultimate authority and requires their approval as we progress. We have officially been notified that we are moving past the advanced planning stage and into schematic design. The architects, designers, and GC are creating detailed drawings that need approval before moving to the next phase.

Dr. English presented a map showing the 78-acre location. Research revealed that utilities must be extended from Chadbourn Hwy to reach the 78 acres, which is very costly. Additionally, a road will need to be constructed to access the area. We spent about a year conducting wetland delineation and working with the Army Corps of Engineers to gain approval. Dr. English pointed out the locations for a roundabout and sidewalk. Some of the woods will be cleared, providing visibility from Hwy 74. The cost of the project was initially \$29 million. Due to the additional \$12 million we received in state funding for overall campus capital improvements, we can apply \$22 million to the project. The \$22 million will cover utilities, road widening, infrastructure, and the pump station, but not the driving pad. We will move into the design development phase when the schematic design phase ends mid-August. This phase involves detailed work on the walls, electrical systems, plumbing, and the preparation of build documents to be submitted to the state. As this is a construction management at-risk project, the details are locked in with the state once these documents are submitted.

Dr. English showed multiple pictures of the inside of the building, pointing out the location of classrooms, storage areas, labs, truck work areas, and a project timeline. He also showed several color schemes using SCC's blue and orange colors.

We will break ground sometime between June and the latter part of July 2025.

A couple of months ago, we met with Grayson Overholt, Thom Tillis's right-hand man working with our region. During his campus tour, we discussed the project and asked about potential assistance. He indicated it was possible, so I connected him with Carol Ann. She subsequently wrote a grant for \$6.5 million.

We received news two weeks ago that we made it through the first phase. We were informed that Senator Tillis is recommending funding to us, but we need to cover some of the costs to strengthen our case. Ibreta confirmed that we could cover 25%. Therefore, our request to the Appropriations Committee is now \$4.9 million instead of \$6.5 million.

Dr. English mentioned that we have \$1.6 million in lost revenue funds and additional institutional funds available. One significant advantage is that we directly received \$14 million. It's the first time

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this has ever been done. We will use some of these funds to accommodate the match for this project.

Transmittal Monitoring Letter: Sylvia Cox said for the first three years, Veronica Powell had to stay on a monitoring team. Community college controllers asked us to create a document allowing someone else to seamlessly continue Veronica's work if necessary. She needed to provide more documentation on performance

measures and data analysis. Although she had most of the necessary information, the narrative was not clear enough for someone else to easily follow.

Veronica is very energetic and innovative, continuously securing additional grants and opportunities. While we are making progress, we still need to improve the documentation. However, they are working with her to address this issue.

Title IV Regulations for College Transcripts: Sylvia explained students who receive grants but fail to make satisfactory academic progress or withdraw from a class before making a significant effort are subject to Return to Title IV policies, indicating they still need to fulfill their obligations. Historically, we would hold the student's transcript, preventing them from transferring credits to another institution. We must now release the transcript to the student before reapplying the hold on their account.

Meeting Information: Jennie went over some best practices with the Trustees on making a motion and provided the trustees with leadership names & contact information, and board meeting dates for 2024-2025; they also received a draft agenda for the NCACCT New Trustees Leadership Seminar in September.

Finance Committee Report: Chairman Henry Edmund mentioned that he and Ibreta have Finance Committee meetings every couple of weeks to address any issues that arise. Ibreta delves into the details and examines everything closely. Today's report, marking our year-end, shows we are on target with all expenses. As we progress with various projects, numerous expenses and extensive discussions will need to happen at the Finance Committee meetings.

Facilities Committee Report: We have yet to appoint a facilities chair, so Joe provided the report in that capacity. He shared that the committee has met and discussed several topics, including the MPS contract and the cost breakdown for building the STEM project, the installation of door access control keypads for campus security, T-building and Cartrette roof repairs, and the Raise the Bell contracts. There were multiple bids with different measurements for square footage. Ibreta Jackson investigated and confirmed the accuracy of the bid square footage. We have now selected a contractor for that work.

Regarding the Raise the Bell project, which celebrates our 60th anniversary, we received several bids, but only one included landscaping and other necessary items. We have chosen someone to ensure our bell is functional and to build a gazebo to house the bell, making it the central point of our campus.

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These are some of the smaller projects we have been reviewing. The facilities committee has met, reviewed the details, and recommends approving the MPS contract. The full board supports this contract.

Dr. English explained that the total project has been approved, but there will be individual contracts within the MPS project so as not to delay the project's progress; we request the facilities committee approve all contracts within the project and then report their decisions to the full board. The project timeline has already been extended by approximately two years, so this will help us stay on track with the project timeline.

All Trustees in attendance were in favor of the recommendation from the Facilities Committee to go with the MPS contract, with the Facilities Committee approving items within the project.

Curriculum Committee: Jack Hooks stood in as chair due to Dr. Strickland's absence. He explained the recommendation coming from the committee that we terminate the Criminal Justice Degree Program. We aim to focus our efforts on the Public Safety Administration degree, which serves three sectors within the public safety arena, rather than concentrating solely on law within the Criminal Justice field. There has not been any enrollment in the Criminal Justice program for over a year, and the Public Safety Administration degree is a better fit for career-oriented students. Therefore, we are looking to eliminate the Criminal Justice Technology degree.

We need approval to phase out the Criminal Justice Degree program and discontinue enrolling new students. Career students are better served with a Public Safety Administration degree.

We have a motion and recommendation from the curriculum committee to the full board to eliminate the Criminal Justice degree and implement a teach-out plan for current students in the program. Joe Hooks asked for a vote from the committee; the vote to eliminate the Criminal Justice degree was unanimous.

Capital Projects: Ibreta highlighted capital projects on page 63. We have \$35,330,276 allocated to capital projects.

- **Greenhouse**- Construction Complete - Ribbon cutting scheduled for September 25, 2024.
- **Transportation Technology Building** – Approved by State Construction to move past advanced planning phase. Received contract from MPS for basic services to be approved at July-2024 board meeting.
- **Building M & T Renovations** - Held project kickoff meeting with Monteith Construction on June 20, 2024. Next meeting to discuss design presentation is slated for July 15th.
- **Building Access Controls** - Held project kickoff meeting with Quality Consulting Engineers on June 17, 2024. Received proposal for basic services from QCE to be approved at July 2024 board meeting.
- **Nesmith Building – Student Center Renovation** - SCC- BOT Facilities committee approved to advertise project via Design/Build delivery method. Request for qualification (RFQ) will post to eVP (electronic vendor portal) July-2024.
- **Roof Repair – Cartrette & T-Building** - Coastal Commercial Roofing Co., Inc selected for roofing project. Proposal price to be approved at July-2024 board meeting.

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- **Athletic Field Upgrade** - Preparing request for qualifications (RFQ) to post to eVP for design services.
- **Health Science Building, R-Building Renovation and Addition**- Form 3-1 submitted to NCCCS and is slated to be approved by State Board on July 19, 2024
- **Gazebo & Raise the Bell Project** - Proposal received from ArtWork Builders LLC for design & construction work to be approved at July -2024 board meeting

College Reports:

Presidents Report- Dr. English highlighted the following items:

A new plexiglass wall frame will feature the Trustees' names and photos in the President's Lobby. The marketing department will handle the photography, and Jennie will coordinate the scheduling. An LED sign with our logo will also be placed on the other wall in the lobby.

The black and white photos of past presidents and former Trustee chairs will be moved to the Beth Israel upstairs room, ensuring they remain visible to the community.

A ribbon-cutting ceremony is planned for the Greenhouse on September 25th at 9:00 am.

Carol Ann has been working on a proposal for national trails. She was awarded a \$5,000 grant for the trail and will pursue additional grants. We have received interest from some potential donors for this project. Various renderings were presented for the nature trail designs. The project will span approximately 4.5 miles and will cost about \$1.5 million.

Dr. English informed the Trustees that he had been invited to serve as an adjunct instructor at UNCW to teach Community College Leadership in the spring and Community Engagement and Workforce Development in the fall of 2025. Due to the expertise of community college presidents, the UNC system commonly enlists them to teach these subjects. While a decision is not required immediately, they will need an answer by October.

Dr. Strickland has worked to assist Dawn Hinshaw with our bee project.

Kaylie has put a lot of effort into the marketing front. Dr. English called Kaylie to share a commercial and 3 program videos from the marketing team.

Executive VP Report – Dr. Sylvia Cox's team attended every high school graduation practice, and thanks to generous foundation donations, each high school graduate received a gift from Southeastern. Kaylie and her team provided small speakers, which the graduates immediately used.

We hold Advisory Council meetings each fall and spring in partnership with Whiteville City and Columbus County Schools. After attending a Workforce Education conference, we plan to initiate a monthly HR lunch, we recently held a breakfast attended by 48 representatives throughout the county.

We began discussions on meeting workforce needs and planned three anchors for this year: engage & delivery, student-centered support, and community-oriented support.

She reported on the successes of the summer camps for younger children, now in its second year.

These five-week camps offer both college and high school credit. We're also launching new campus activities next week and hope you can visit to see them. Our marketing department is

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doing a fantastic job showcasing our vibrant college life on YouTube, Instagram, and Facebook. We appreciate their efforts in capturing our activities.

Administrative Services Report - Ibreta Jackson reported that administrative services closed out FY-24 on June 30th, and this year is an audit year. The auditors are expected to be on-site by January.

Foundation Update – Terrie Priest announced since becoming a passport acceptance agency last August, we have processed 186 passports. This service has brought many visitors to our campus, allowing them to see our ongoing activities.

Chairman’s Comments:

Joe Hooks turned the meeting over to Henry Edmund to announce recommendations from the Nominating Committee on the election of officers.

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 officers for the Southeastern Community College Board of Trustees. The nominating committee recommended Joe Hooks to serve as Chairman. There were no other nominations; all were in favor. The committee recommended Theresa Blanks as Vice Chair; there were no other suggestions, and all were in favor. Lastly, they recommended that Jennie Simmons serve as secretary and treasurer. There were no other recommendations; All were in favor.

Joe Hooks reminded the board that the bylaws state a 3-year max term limit for 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 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 for up to three consecutive years per office.)

Election of Officers

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

Each nominee accepted the nomination.

Chairman’s Comments:

Joe Hooks read over the suggested committee assignments of Trustee members to serve on the following sub-committees for the **2024-2025** year.

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

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Position	Nomination
Chair	Joe Hooks
Vice Chair	Theresa Blanks
Member of Board	Jack Hooks
Member of Board	Dan Strickland
Member of Board	Danny McPherson
Member of Board	Chandler Worley

Finance/Investment Committee (Minimum of three members who have sufficient financial background to review and evaluate investment options)

Position	Nomination
Member of Board- Chair	Henry Edmund
Member of Board	Gary Lanier
Member of Board	Emma Shaw
Member of Board	Maudie Davis
Member of Board	Chandler Worley

Facilities Committee

Position	Nomination
Member of Board- Chair	Dan Strickland
Member of Board	Jack Hooks
Member of Board	Henry Edmund
Member of Board	Al Leonard
Member of Board	Ricky Bullard

Curriculum Committee

Position	Nomination
Member of Board- Chair	Gary Lanier
Member of Board	Emma Shaw
Member of Board	Dan Strickland
Member of Board	Danny McPherson

Foundation Board Members

Position	Nomination
Member of Board	Joe Hooks
Member of Board	Theresa Blanks
Member of Board	Henry Edmund
Member of Board	Jack Hooks

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Nominating Committee


Position	Nomination
Member of Board- Chair	Henry Edmund
Member of Board	Emma Shaw
Member of Board	Jack Hooks
Member of Board	Al Leonard

Joe Hooks named the nominations for each sub-committee chair and sub-committee members. There were no other suggestions and no issues with the recommendations.

Old Business: None

New Business: None

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



**Joe Hooks, Chairman
SCC Board of Trustees**



Dr. Chris English, President