

Minutes of the Southeastern Community College Board of Trustees Meeting
Monday, November 25, 2024 at 12:00 p.m.
Nesmith, Room 217

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

Others Present: Dr. Chris English, President; Dr. Sylvia Cox, EVP/CAO; Ibreta Jackson, VP/COO; Terrie Priest, Foundation Director; Dr. Natalie Hinson, Dean of Institutional Effectiveness; Angie Ransom, Dean of Business Careers and Technical Training; Riley Benton, SGA President; Denise Young, Apprenticeship Director; Jennie Simmons, Executive Assistant; Kaylie Simmons, Marketing & Communication Director; and Tyler Cliff, Information Systems Specialist

Not in Attendance: Dr. Davis, Emma Shaw, Ricky Bullard, Chandler Worley, and Jack Hooks

Open Regular Board Meeting Session: Joe Hooks welcomed everyone after lunch was served, then called the meeting into session at 12:30 pm.

Recognition of Guest: Dr. Cox introduced Jessica Hill, who was promoted to Dean of Health Care Training on November 1st. She's been the director of nursing for four years and was previously a nursing instructor at Southeastern. She holds a Master of Science in Nursing from UNC-Charlotte and a Bachelor of Science in Nursing from UNCW.

Brandy Nancy became Dean of Public Safety on November 1st after serving as the Associate Dean of Fire and EMS Training since 2023. Prior to that position, she served as program Director and Lead EMS instructor. She holds a Bachelor of Science in Emergency Medical Care from Western Carolina and an Associate of Arts in Criminal Justice from SCC. She is credentialed in EMS, Fire, and Law.

Ethics Statement: Joe Hooks reminded the board of the Ethics Statement and asked any board member who felt they had a conflict or possible conflict on a particular agenda item to please let him know and refrain from participating in the specific matter involved.

Approval of Meeting Agenda: Joe Hooks said if changes needed to be made to the agenda, please speak up. If not, we need a motion to approve.

A motion was made by Dr. Danny McPherson and seconded by Dr. Dan Strickland to approve the November 25, 2024, meeting agenda. The motion carried unanimously.

Approval of Consent Agenda Items: Joe Hooks asked if any consent agenda items needed further review. There were no items for further discussion before the consent agenda vote. The items listed under the consent agenda were as follows:

- Regular Session Minutes - Monday, September 30, 2024
- New Employees and Personnel Update
- Report of Disposals
- Department of Veteran Affairs Audit
- WIOA, Title II, Corrective Action Plan Close Out Memo

Al Leonard made a motion to approve the consent agenda items. Mr. Henry Edmund seconded the motion. The motion carried unanimously.

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Voting Items:

Campbell Shatley PLLC Proposal: Dr. English and Carlton Williamson provided an overview of the proposal from Campbell Shatley Law for a new Policy Manual Development. This would ensure we comply with current state and federal code guidelines. Dean Shatley with Campbell Shatley Law Firm has a background in educational law. The firm currently works with 22 community colleges, some universities, and K-12 districts throughout North Carolina. The President's Association frequently relies on Dean's guidance for navigating state board recommendations and legislative initiatives passed through the system office.

Dean places significant emphasis on policy adoption and development. He has extensive experience developing system-level code changes, particularly relevant to the system office's plan to collaborate with the Legislative Assembly to reevaluate state board code terminology. Carlton strongly encouraged the Board to accept this proposal. As the board attorney, Carlton often emphasizes the importance of adhering to policy when addressing issues. Ensuring our policies are current and compliant is essential to maintaining this standard. The initial cost of \$22,500 can be spread across four payments. When a policy adjustment is needed, Dean handles the revision, sends it to us for review, answers any questions, and, if necessary, can attend a meeting to provide further clarification. For straightforward changes, we adopt the updated policy and the cost for these updates is \$300, shared among all participating colleges.

Our current accrediting body, SACSCOC, requires us to maintain and update our policies and procedures regularly. It is essential to ensure our policies are both compliant and accurately worded.

Since the Board is responsible for approving policies, we seek your approval for the \$22,500 investment to support this initiative.

Chairman Joe Hooks said we will accept a motion at this time.

Al Leonard made a motion to accept the proposal from Campbell Shatley law firm. Dr. Danny McPherson seconded the motion, and all were in favor.

Naming of the Community Room: Terrie reminded the trustees of the generous donation of \$200,000 from the Beth Israel Synagogue families in March. It was decided that \$125,000 would be put into an endowment, and \$75,000 would be used to modify/renovate the A-210 classroom, allowing for a naming opportunity.

There was discussion about what the room would be called; the facilities committee met and decided on The Beth Israel Synagogue Community Room. Dr. English said the name would appear on a plaque outside the room. The facilities committee approved the name, and it now needs final approval from the full board.

The full board was in favor of the recommendation from the facilities committee to name the room The Beth Israel Synagogue Community Room.

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Information Items:

NCCORD: Terrie reported attending the North Carolina Community College Resource Development Conference in October at Sandhills Community College, designed for foundation board members to learn and understand new fundraising strategies. Key sessions included Endowment Efficiency, Unrestricted Giving, and Strategies to Enhance Unrestricted Giving.

Budget Update: Ibreta Jackson provided an update on the state budget as of October 2024. Spending at this point in the fiscal year should remain below 33%. With a \$16.6 million budget, we have spent \$5.4 million, putting us at 32%, slightly under the target. While the capital spending appears low, it will increase as equipment purchases are processed in the coming months.

Our county budget which was funded for this fiscal year is approximately 3% lower than the previous year, which was already constrained. The total county budget is \$2.3 million, and as of October, we have spent \$834,000—about 35% of the total budget.

We are exploring specialized repairs and opportunities to align with ongoing capital projects. We will keep those separate and not use county funds; it will be tied into the project. Our goal is to conserve county funds as much as possible by streamlining processes and seeking alternative approaches to facility maintenance.

Form DCC 2-1 (FY2024 – 2025 Budget Form): Ibreta explained once we receive our total state appropriations, county appropriations, and institutional funds, we must submit our complete budget to the system office. Previously, the budget report included only state and county funds, excluding institutional funds and grants. The total budget submitted to the state is \$29,201,070.

G-Building (Nesmith) Project Closeout: Ibreta explained the work in G-building (Nesmith) was completed in 2010, but the project was never closed out. The HVAC, plumbing, electrical, and work to the fitness center was done with money donated to the college. The work was completed, but the paperwork was not officially submitted to the state to close that project.

Confirmation of Career Coaches: This Career Coach certification is something new that the system office asked us to do. The certification requires the City Schools board chair to sign and then board chair Joe Hooks to sign on our behalf. It's a \$1,000,000 grant over five years. Each year, we must certify that the LEDs and Community College will use those funds only to support the career coaches. The community colleges and the school systems will work together to ensure that those are being identified and data collected each year as expected.

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Apprenticeship Update: Our first Access Apprenticeship Open House, designed for high school juniors and seniors, was held at the college on Wednesday, November 20th. The students and parents were able to see short videos spotlighting apprentices. Students could also network with industry partners, learn new skills, and showcase their talents to industry partners.

Students, parents, and industry partners witnessed the signing of one MLT apprentice and one RN apprentice; a second RN apprentice could not attend. They also witnessed the signing of a registered apprenticeship with Columbus County and Whiteville City Schools.

Columbus Regional Healthcare System CEO Jason Beck stated that apprenticeship is twofold. As he looked around the auditorium and saw all the many talents, he said it was time to supply those talents and help create economic mobility for Columbus County. Chris Harrington attended and gave an overview of apprenticeship, saying apprenticeship is the gold standard for work-based learning.

Jason Rochelle, Program Officer for Golden LEAF, was impressed with the involvement of industry partners and the community. Over 175 students, 13 parents, 34 staff from both school systems, 35 industry partners, County Commissioners, SCC Board of Trustees, Foundation Board Members, and staff from the system office were in attendance. Denise Young thanked Dean Ransom and Kaylie Simmons for their hard work and spearheading the event.

The trustees were shown a video of highlights from the day, and they were complimentary of the event.

Committee Reports:

Facilities Committee:

Commissioning agent: Facilities Chairman Dr. Strickland reported meeting on October 10th to review proposals for two projects. We advertised for a commissioning agent for the Automotive building, selected 3 firms, and conducted interviews on October 23rd. The commissioning agent oversees all energy efficiency operations in the building to ensure they are compliant and following code. State construction requires us to solicit a commissioning agent whenever a building is over 20,000 square feet. After the 3 interviews, the facilities committee selected CMTA Inc. as the Commissioning Agent.

Joe Hooks asked the full board to consider the recommendation from the Facilities Committee to hire CMTA Inc. as the Commissioning Agent for the STEM building. The full board was in favor.

Athletic Field Design: We received proposals from 4 firms and chose to interview two of them. The softball and baseball fields need LED lighting, ADA-compliant walkways, bleachers, and some drainage issues repaired. If funding is left over, we will start looking at dugouts.

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The engineering firm will design the work. Then, it will go out for bid on who will actually do the work. After the presentations, the Facilities Committee chose CHA as the project's most desirable option.

Chairman Hooks stated that the Facilities Committee recommended hiring the CHA firm to design the baseball and softball fields; the full board unanimously approved the recommendation.

Biodiesel Trailer: Around 2010, SCC had a biodiesel program on campus, which included a biodiesel trailer that is no longer in use. The trailer has been cleaned out, and the equipment inside was donated to local public schools; they were not interested in the trailer. We are working on a title verification, and then the trailer will be put on state surplus for sale. We contacted the DMV for assistance, and the trailer can be sold once the title is found.

Joe Hooks said the motion coming from the Facilities Committee is to sell or dispose of the trailer. The recommendation was approved unanimously by the full board.

Capital Projects: Ibreta gave an update on the projects around campus. The total allocated to these projects is \$34,941,276.

- o **Transportation Technology Building** - SCC - BOT Facilities Committee interviewed three firms on October 23, 2024, for commissioning services for project. The committee selected CMTA, Inc. as the desired commissioning agent. -Additionally, we have received approval from the State Construction Office (SCO) to progress to the next design phase, "design development".
- o **Building M & T Renovations** - Construction (renovation) of M-Building began on September 30, 2024. Demolition is finalized and floor tiles are being installed. The project is slated to be completed by the end of November 2024.
- o **Building Access Controls** - Held 35% Design Review meeting with Engineer (QCE) and SCC Team on November 4, 2024. The next submittal should be received from the Engineer in December 2024.
- o **Nesmith Building – Student Center Renovation** - Submitted request to State Construction Office to approve Design/Build Delivery Method. Pending approval
- o **Roof Repair – Cartrette & T Building** - Coastal Commercial Roofing delivered materials to campus the week of November 11th. Prep work has begun, and the project is slated to be completed within six months (weather permitting).
- o **Athletics Field Upgrade** - SCC - BOT Facilities Committee interviewed two firms on October 23, 2024. The committee selected CHA Consulting as the desired engineer for the Athletics Field Project
- o **Health Science Building R Renovation and Addition** - Submitted request to State Construction Office to approve Design/Build Delivery Method. Pending approval
- o **Gazebo & Raise the Bell Project** – Met with Todd Kampschroeder of Artwork Builders on November 5, 2024, to discuss the project timeline and demolition of existing brick.

College Reports:

President's Report: Dr. English highlighted a few items from his report.

He expressed his gratitude for the love and concern for his family after Hurricane Helene, and he explained the current condition of his mother's health.

The Apprenticeship Open house was a huge success, and he thanked everyone for attending. It is a game-changer and will shape the future of this community for years to come.

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General Assembly overturned the veto of House Bill 10, which means we get our \$100,000 of enrollment growth money.

We attended the NC Rule event at the county offices last month. They selected about 6 areas around the state to visit to understand what the rule needs to be. This is not just for the colleges; it's for the communities. Columbus, Bladen, Richmond, and Robeson were represented at this event.

December 3rd is our MPS overview of the new STEM automotive building. You are all encouraged to attend.

Dr. English attended president's meetings and committee meetings on the state level. The technology committee is looking to upgrade how we share data and build classes on a system level.

SCC is collecting items to help Blue Ridge Community College. A delivery will be made on December 13th. If you can donate something, it would be greatly appreciated.

Executive VP Report: Dr. Cox said her team had a committee get them organized to participate in everything and touch the different community events.

The ACCESS Apprenticeship Open House has been on Dr English's list for a while; we are thankful for your attendance.

Over 2000 people attended the trunk-or-treat event, which we partnered with the Hearts Foundation and Columbus County Rec offices.

SCC's outstanding faculty member, Paul Starnes, who is a welding instructor, has advanced to the semifinalist level as one of the top six out of 58 candidates. He is our third outstanding faculty semifinalist in the past four years.

Marketing has provided excellent analytics to help us understand our operations and have fully integrated themselves into the work of the entire college. A big thank you goes to Kaylie for her outstanding leadership.

Preliminary results show an outstanding fall enrollment: up in curriculum and projected to be up in workforce development. The final numbers will be this spring, and it looks like we will not be flat in the fall. Dr. English added that curriculum looks to have a 6% increase and workforce development at 14%.

Administrative Services Report: Ibreta said we initially considered selling several pianos; Dr. Strickland suggested they could benefit local public schools. Consequently, we donated four console pianos to Columbus County Schools. The baby grand piano currently in Cartrette has been donated to Whiteville High School.

As a state agency, we purchase most things with state or county funds, so when we have items we don't need, we can send them out to list serve and donate to other community colleges, state agencies, local governments, or nonprofits.

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The county gave us \$100,000 for N-building because we're converting it into a garage for our facilities department to store equipment. A garage door has been installed, and we will replace the roof.

We now have custodial in-house, which works great but requires additional storage for supplies.

Administrative services have distributed another \$2 million in financial aid to our students, covering tuition, fees, and books.

Foundation Report:

Terrie Priest reported about the scholarship luncheon held on November 12th, with over 130 donors and students in attendance. Attendees heard from student speaker Austin Powell and Foundation Board Chairman Nathan Moore.

The **64 Club** was introduced, aimed at promoting unrestricted giving. The goal is to have 100 people commit to donating \$64 a month for 12 months. Terrie challenged everyone to join and recruit five others to participate. Members of the 64 Club will enjoy various perks as part of their commitment.

Student Government Association (SGA) Report – SGA President Riley Benton gave an overview of the SGA events and highlighted the following:

- * The Columbus County Fair parade, in which 30 students participated.
- * Student Engagement Coordinator Katie Floyd and SGA partnered with the Early College Ambassadors for our Hispanic Heritage Celebration
- * Katie Floyd & SGA set up for breast cancer awareness; Dr. English helped as well
- * SGA hosted a costume contest with SGA officers judging
- * Early College, SCC & CCCA Ambassadors, Athletics, and CCCA Poetry participated in SCC's Trunk or Treat event
- * SGA has started a chess club with bylaws and a carpentry club where we make and sell items. You have a flyer in BoardDocs telling showing those items.
- * We are reviewing the list of clubs from the past and trying to revive any inactive ones that students are interested in.

Athletics will have a Chicken Bog Plate sale on December 5th; tickets are \$10.

Sylvia Cox said Riley is an ambassador and part of the construction management program; he's actively involved in everything that he is talking about.

Chairman's Comments: Joe Hooks emphasized that the board has several subcommittees, and each trustee serves on at least one. He stressed the importance of attending committee meetings as they generate the recommendations presented to the board. Active engagement in committee meetings and events throughout the year is crucial. Trustees' presence at events demonstrates involvement and helps them stay informed about ongoing activities. He expressed gratitude to those who consistently participate and reminded everyone that this is a key responsibility of their role.

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Old Business: None

New Business: None

Reminders: Joe Hooks reminded everyone to read over the event reminders.

Request of Closed Session:

Joe Hooks requested a motion to go into closed session.

Dan Danny McPherson made a motion to go into closed session in accordance with NCGS 143-318.11(a)(6) personnel matter, which was seconded by Henry Edmund and unanimously approved.

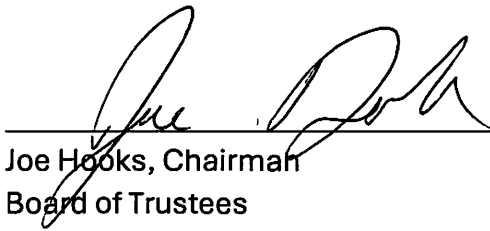
“Closed Session”

Al Leonard made the motion to return to open session. Henry Edmund seconded the motion, and all were in favor.

There was no further business to discuss; Henry Edmund made a motion to adjourn at 2:15, and Al Leonard seconded the motion. All were in favor.



Dr. Chris English, President
Southeastern Community College



Joe Hooks, Chairman
Board of Trustees