

Minutes of the Southeastern Community College Board of Trustees
Monday, May 24, 2021 at 5:30 pm
Cartrette Conference Room

Present: Judge Jack Hooks, Chair; Mr. Joe Hooks, Vice Chair; Mr. Randy Britt, Dr. Maudie Davis (by phone); Mr. Henry Edmund, Mr. Bobby Ezzell, Ms. Crystal Frink, Dr. Timothy Lance, Dr. Gary Lanier (by phone), Mr. Gene Wayman.

Others Present: Dr. Chris English, President; Dr. Michael Ayers, VP/Education and Training; Dr. Sylvia Cox, VP/Student Services; Ms. Lacie Jacobs, COO, VP/Administrative Services; Dr. Natalie Hinson, Division Chair, Public Services; Mr. Bill Maulsby, Director, Human Resources; Ms. Haylee Damato, Director, Marketing; Ms. Terrie Priest, Executive Assistant; Mr. Tyler Cliff, Tech Support; and Mr. Thomas Sherrill, News Reporter

Not in Attendance: Ms. Theresa Blanks, Ms. Emma Shaw

Welcome: Judge Hooks welcomed everyone to the meeting.

The meeting location was changed to the Cartrette building due to an issue with the air conditioning in T-Building.

Special Recognitions:

Student recognition – Annayelli Aguayo-Dionisio – CCCA Masonry Student

Dr. English recognized Annayelli along with Mr. Mason and Mr. Johnson. Annayelli has been an inspiration to so many through her dedication to CCCA and SCC. She created a brick structure for the SCC campus. A plaque will be placed at the foot of the structure that reads: "This spiral column is dedicated to Annayelli Aguayo-Dionisio. Built as her senior Masonry project to symbolize the unity between Columbus Career & College Academy and Southeastern Community College. CCCA relocated to SCC from Fair Bluff in the Fall of 2020". It was also announced that Annayelli was also the recipient of a Home Depot \$5000 scholarship.

Dr. Michael Ayers is set to retire on June 30. On behalf of the board, Chairman Hooks thanked Dr. Ayers for his service to the college and presented him with a framed resolution and gift. The resolution was read by Chairman Hooks. **A motion was made by Mr. Bobby Ezzell to place the resolution into the minutes of the meeting, was seconded by Mr. Joe Hooks and passed unanimously.**

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RESOLUTION

*Whereas, Dr. Michael V. Ayers has worked as a valued
employee of Southeastern Community College
since January 22, 2018*

*Whereas, Dr. Michael V. Ayers has served SCC as Vice
President of Academic Affairs with honor, distinction, and
dependability, while providing leadership, concern,
and vision always.*

*Whereas, the Board of Trustees expresses its' sincere
appreciation to Dr. Michael V. Ayers for his
service and congratulates him on his retirement, June 30, 2021*

*Therefore, Be It Resolved, that this honor tribute to
Dr. Michael V. Ayers be placed into the minutes of the
Southeastern Community College Board of Trustees
meeting on this 24th day of May 2021.*

*Dr. Chris English, President
Southeastern Community College*

*Judge D. Jack Hooks, Chairman
Southeastern Community College Board of Trustees*

Approval of Meeting Agenda: A motion was made by Mr. Henry Edmund and seconded by Mr. Bobby Ezzell to approve the May 24, 2021 meeting agenda. Motion carried unanimously.

Introduction of New Employees by Bill Maulsby, Director of Human Resource.

Tyler Cliff- Tyler joined the staff of SCC as an Information Systems Specialist on April 1, 2021. Tyler holds an Associate in Applied Science degree in Information Technology from SCC and will report to Jason Strickland, Director of Information Technology.

Keith Harris joined the staff of SCC as a Career Coach, Technical Programs on May 3, 2021. Keith, a veteran of the United States Navy, holds a Bachelor of Arts and Master of Arts in Organizational Management from Ashford University. He will report to Dr. Sylvia Cox, VP of Student Services.

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Kayla Gore joined the staff of SCC as a Printshop/Mailroom Clerk on May 3, 2021. Kayla holds an Associate of Arts degree from SCC and a Bachelor of Arts in English from Winston Salem State University. She will report to Donna Turbeville, Controller

Fabian Hewett joined the staff of SCC as Director of Basic law Enforcement Training in a Full-Time temporary capacity on March 8, 2021. Fabian is a graduate of SCC with an Associate in Applied Science degree in Criminal Justice and graduated, Magna Cum Laude, with a Bachelor of Science degree in Criminal Justice from Colorado Technical University. He will report to Natalie Rackley, Division Chair Public Services.

Pamela Jacobs Joined the staff of SCC as our Director of the Small Business Center on May 3, 2021. A graduate of SCC, Pamela has an Associates degree in Business Administration and Banking/Finance. She is also a graduate of UNC-P with a Bachelor of Science degree in Interdisciplinary Studies. She is currently in pursuit of an MBA from UNC-P. Pamela will report to Dr. Michael Ayers, VP of Education and Training.

Strategic Plan Consultant – Meridith Powell – Strategic Plan update – Meridith planned to be with us tonight but was involved in a car accident earlier today. She is fine and will be with us at our July meeting

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 Minutes:

March 22, 2021 Regular Board meeting and April 1, 2021 Called meeting: A motion was made by Mr. Bobby Ezzell and seconded Mr. Randy Britt to approve minutes presented; Motion carried unanimously.

Approval of Policies:

Mr. Bill Maultsby presented Policy 5.02: (Employment Contracts) Policy 5.12 (Outside and Secondary Employment) Policy 5.38 (Longevity Pay) Policy 5.39 (Payroll). Copies of the policies were included in the agenda packets and Mr. Maultsby provided a brief explanation of the presented policies. All policies have gone through the Presidents Council and legal review.

A motion was made by Mr. Henry Edmund to approve Policies 5.02, 5.12, 5.38, 5.39 as presented. The motion was seconded by Mr. Bobby Ezzell and approved unanimously.

Approval of Budget Transfers as of April 30, 2021—Ms. Lacie Jacobs presented the budget transfers report and highlighted various aspects of the report along with rationale for transfers. Budget spent to date, 10/12 months through this fiscal year is 73% spent. This is due to unexpended faculty cost and less operating expenses from canceled prison program and loss of FTE earning classes due to COVID 19. We are preparing for next year. Section 300 Continuing education (\$481,956) transferred out. In that was \$412,692 transferred to Capitalized equipment off set by capital outlay.

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Mr. Edmund, as finance committee chair, stated that he met with Ms. Jacobs and all adjustments are in order. **A motion was made by Mr. Henry Edmund on behalf of the Finance Committee to approve the Budget Transfers report as of April 30, 2021. The motion was seconded by Mr. Bobby Ezzell and passed unanimously.**

Approval of Course Fees – Dr. Michael Ayers requested the approval to add the following fees to all applicable classes. Bio 112 Lab Fee, \$20, CHM 131A Lab Fee \$20, CHM 132 Lab Fee \$20, CHM 251 Lab Fee \$20, AHR 120, NATE CERTIFICATION, \$200 (originally assigned to AHR 212), PTE 119, ACTS Career Readiness Certificate, \$39, EDU 284 NCDCDEE Criminal Background Check Fee \$25 or current mandated fee, EDU 284 Fingerprint Fee \$13.68 (or current mandated fee), PTE 114, ACTS Career Readiness Certificate \$39. **A motion was made by Mr. Henry Edmund to approve fees presented to all applicable classes. The motion was second by Mr. Bobby Ezzell and passed unanimously.**

Mr. Edmund offered his thanks to Dr. Ayers for his contributions to SCC during his time as VP of Education and Training.

Approval of SCC Holiday Leave Schedule: Dr. English presented a proposed FY 2021-2022 Holiday Leave Schedule for consideration. **A motion was made by Mr. Bobby Ezzell to approve the proposed holiday schedule as presented. Mr. Joe Hooks seconded the motion. Motion carried unanimously**

2021-2022 Holiday/Vacation Day Schedule

Independence Day.....	Holiday.....	Friday, July 2, 2021
Labor Day-----	Holiday -----	Monday, September 6, 2021
Thanksgiving-----	Holidays-----	Thursday-Friday, November 25-26, 2021
Winter Closing Schedule-----	Closed -----	December 21, 2021 – January 3, 2022
(Closing begins at 5 p.m. on December 20, 2021)		
Winter Break-----	Vacation Days -----	December 21-22, 2021 (2)
	Holidays -----	December 23, 24, and 27, 28, 2021
Winter Break-----	Vacation Days -----	December 29-30, 2021 (2)
New Year's -----	Holiday-----	Friday, December 31, 2021
Martin Luther King-----	Holiday -----	Monday, January 17, 2022
Easter-----	Holiday -----	Friday, April 15, 2022
Memorial Day -----	Holiday -----	Monday, May 30, 2022

ATTENTION STAFF:

Leave days must be planned to maximize energy savings; therefore, all staff will take four leave days, December 21-22 and 29-30; The campus offices and buildings will be closed beginning at 5 p.m. on Monday, December 20, 2021 through Sunday, January 2, 2022. The college will reopen on Monday, Tuesday, January 3, 2022. Supervisors will continue to use their discretion in requesting special assistance from personnel during these holidays.

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On the following days, the college will be closed to the public, except for scheduled continuing education classes. These days will be optional staff workdays. Supervisors are encouraged to allow staff to take vacation on these days. There will be no minimum staffing requirements on these days.

Wednesday, November 24, 2021

Monday, December 20, 2021

Monday, April 18, 2022

ATTENTION FACULTY:

Responsibilities resume on Monday, January 2, 2022.

Approval of Amendment to Employment Agreement

Chairman Hooks presented an amendment to President English's employment agreement regarding the Use of a College Vehicle. He reminded the trustees of the discussions that took place when Dr English was hired. It was decided then that he would drive his personal vehicle until such time that his mileage warranted the use of a college vehicle.

The amendment proposed is as follows:

"In lieu of a monthly stipend for the use of a personal vehicle for the purpose of conducting the business of the College, the Board of Trustees grants approval for the permanent use of a college-owned vehicle for the President's official use both inside and outside the College's service area. Official use will include travel to and from home each day. Additionally, the College will assign a credit card for the sole use of purchasing fuel for the vehicle. Routine maintenance of the vehicle will continue to occur through normal fleet maintenance processes. When the use of a personal vehicle is authorized, reimbursement for vehicle use while on college business (inside and outside of the service area) will be made at the state-approved mileage rate".

Mr. Randy Britt made the motion to approve the contract amendment as presented. The second was provided by Mr. Henry Edmund and the motion carried unanimously.

Non-voting items

Pension Spiking Notification Letter

Ms. Jacobs presented a letter from the North Carolina Retirement Plan regarding a notification of a pension spiking report that is required to be reported to the board of trustees. The pension spiking issue arises when a member's compensation substantially increases, resulting in a monthly retirement benefit that is significantly greater than the member and employer contributions would fund. The report lists employees that are most likely to require an additional employer contribution should they elect to retire in the following 12 months. This report includes Dr. Chris English.

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Budget Update/ Organization Structure update

Ms. Jacobs and Dr. English led a discussion regarding considerations for balancing the state budget decline. With a deficit of 2 million dollars the question is, "What is our plan?"

Items to consider -1. State-funded salaries plus benefits; 2. Position adjustment planning and strategic review of programing and FTE; 3 Other available funding.

Current FY 20-21 State Allocation is \$13,860,713; Budgeted Salaries & Benefits as of 4-14-21 is \$11,724,316, that is 84.6% as a percentage of budget. Target goal for salaries benefits should be 80-85%. The budget allocation from the state is based on FTE and for FY 21-22 the projected state allocation (less equipment) is \$11,233,231. Budgeted Salaries & Benefits as of 4-14-21 is \$11,724,316 that is 104.4% as a percentage of Budget.

Legislation gray area is currently budget stabilization that would address our 2.2 million shortfall.

Currently there is position adjustment planning underway that would decrease the salary and benefits percentage in fiscal year 2021-2022.

Available funding sources include: HEERF II and HEERF III Funds, carry forward funds from unexpended equipment and book funds, carry forward funds from unexpended 2021 performance authorization, use 50% of new FY 21-22 equipment and book allocations projection, supplant State funds with Institutional fund balances.

Dr. English presented changes to the SCC Organizational Structure for Instruction. This new structure will help us to work better and meet workforce and community development needs.

The One College Model – A Student, is a Student, is a Student! Student access and success should not be determined within the constraints of the college but instead by the needs of the student and the community.

Congratulations to Dr. Sylvia Cox is being promoted to Executive Vice President and Chief Academic Officer. Dr. Cox will oversee CE and CU. Other restructuring will include Dean of Healthcare, Dean of Public Safety, Dean of Student Learning and Innovation, Dean of Business Careers, Dean of Technical Education & Training, Dean of Student Services, Dean of Institutional Effectiveness and Advancement. Lisa Clark has announced that she is leaving the Foundation. That position will be placed under the Dean of Institutional Effectiveness and Advancement and will be renamed Director of SCC Foundation.

Facilities Committee Report

Chairman of the Facilities committee, Mr. Joe Hooks reported that he and Dr. English have been in negotiations with the vendor for the Facilities Master Plan and they hoped to reach an agreement and have a proposal for the Trustees by the next meeting.

College Reports-

Presidents Report-

Dr. English referred to his report in the board packets and asked if there were any questions. He told the group about his attendance at the recent Columbus County Board of Commissioners meeting. As a result of the incident at the city balls fields a discussion was held about ballpark locations. Dr. English offered the SCC Ballfields to the county for use. It was a positive meeting. Out of the discussion a sub-

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committee was formed to study a sports complex partnership with the County on the campus of SCC. Mr. Joe Hooks commented that it was good that Dr. English was at the meeting to offer SCC space. Other topics discussed were the county budget where we anticipate a 3% increase in operational funds in county support and 289k capital project support. The county budget will go to workshop on June 7.

Title IX Changes-

As promised during the last Title IX policy change last March, Mr. Bill Maultsby updated the Board of Trustees on the process for upcoming changes to Title IX. An Executive Order from President Biden on March 8th asked for improvements to Title IX. Last week we received notice that there will be a virtual public hearing will be held the week of June 7th – 11th to gather information on how Title IX can be improved. At this point we expect changes, but we do not know what changes there will be or what the timeframe will be. We will keep you posted as soon as we know.

Education and Training Report – Dr. Ayers referred to the Education and Training update as listed in the board packets. He also was pleased to announce that the SACSCOC report was sent to Atlanta and there were only 3 minor items that the Offsite Committee found that needed to be addressed. They stated that out of the 40 reports that had been sent, ours was the best. The college will begin preparing for the onsite visit which will be Sept 28-30.

Administrative Services Report- At this her first official Board of Trustees meeting, Ms. Jacobs expressed her appreciation to the Administrative Services Division for the outstanding work that they are doing. She also referred to the Administrative Services Division report in the board packet and specifically highlighted the section that refers to Facilities and Maintenance. The Facilities staff has been working hard to get things in order around campus. She has established weekly meetings with the Director of Facilities to share information on new/ongoing projects or any areas of concerns. She also asked for feedback if anything is seen around campus that needs attention.

SCC recently had a meeting with Internetwork Engineering, an IT Risk Management consulting firm. They presented leadership with an IT Risk Assessment. There have been 4 major cyber-attacks at NC community colleges. We wanted to communicate that we are doing our part to ensure our IT is secure and that we are mitigating any risk. We will need to complete a business impact analysis so we will know what to do in a situation and what would impact our business in the event of a cyber-attack.

Students Services Report- Dr. Cox started by expressing her appreciation to Michael Ayers for his vision over the past few years. She reviewed the Student Services report and highlighted various segments. SCC Drive-Thru Graduation was held on Friday, May 14 and it was a huge success to honor 170 graduates. Thanks to board members, Joe Hooks, Mr. Edmunds, Ms. Blanks and Mr. Wayman for attending and being the first person on stage to greet the graduates.

HEERF federal funds- since last spring, the college has given out over \$1 million direct payment to students to support student needs related to COVID-19.

She referred to a Pre-Apprenticeship flyer in the board packet, a program to prepare students for entrance into the Apprenticeship Program and future employment opportunities. Dr. Cox also shared

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information gained from the Student Financial Wellness Survey Results. The results to the survey are in the board packet and help us understand the connection between student finances and student success. Dr. Cox reported on the summer camps that are coming up this summer, including a STEM Robotics, Science Camp, Camp Cardiac Care and STEM Music Camp. A flyer is included in the board packet. A letter from the NC State Auditor was included to share that we received a clean audit in not only the financial side but also in our ability to determine student's eligibility for financial aid.

Dr. Cox also presented "I Know" cups to the trustees as part of the Quality Enhancement Plan marketing plan. More information will be coming as we prepare for our SACSCOC visit in September.

Chairman's Comments –

Judge Hooks thanked those board members who attended graduation and had heard from several that it was a wonderful event.

Board of Trustee Self Evaluation- Results

Judge Hooks reviewed the results of the Board of Trustees Self- Evaluation. The self-evaluation is a component of the SACSCOC reaccreditation process. The evaluation consisted of 2 segments, an individual evaluation as a trustee and a whole board evaluation. The individual score averaged 4.2 out of 5 and the whole board score averaged 4.25 out of 5. He noted that the lowest scores dealt with attending campus activities and events and advocating on a local, state and national level. Also, a lower score was given on requesting information and on evaluating the president on an annual basis, although we have recently completed the evaluation process for Dr. English and will hear the results momentarily. The format for completing the self-evaluation was efficient and the results format was also helpful.

Old Business: NONE

New Business:

Nominating Committee for Board Elections

Judge Hooks appointed the following to serve on the Nominating Committee for board elections at the July meeting: Mr. Britt, Dr. Lance, Mr. Wayman and Ms. Frink.

Reminders

The July 26, 2021, Board Meeting will be held at Whiteville City Hall and will feature a session from Meridith Powell and our Strategic Planning session and also a training session from Kennon Briggs.

Closed Session: President's evaluation

A motion to go into closed session to discuss the President's evaluation was made by Randy Britt, seconded by Crystal Frink and unanimously approved.

"CLOSED SESSION"

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Return to Open Session:

A motion to return to open session was made by Randy Britt, seconded by Joe Hooks and unanimously approved.

The meeting returned to open session. Judge Hooks reported that the trustees had discussed the work of Dr. English and came to the conclusion that choosing him as SCC President a year ago was a good choice for SCC and our community. He received a very positive review and was doing an excellent job. Dr. English thanked the trustees for their support, and he looks forward to the exciting future of SCC.

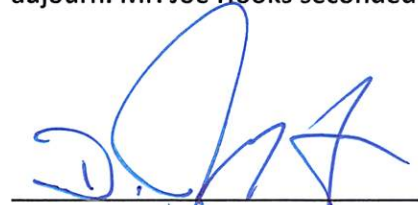
Dr. English then presented a portrait of Thomas Elbert Clemmons painted by Mr. Henry Wyche. The portrait was presented to SCC on April 29, 2021, by Ann Wyche Fowlkes, daughter of Mr. Wyche.

Reminders:

Refer to dates listed on the agenda

Next SCC Board of Trustee Meeting – July 26, 2021

There was no further business to be conducted, and a motion was made by Dr. Maudie Davis to adjourn. Mr. Joe Hooks seconded the motion. Motion carried unanimously.



Judge Jack Hooks, Chairman
SCC Board of Trustees



Dr. Chris English, President