

Agenda for Special Called Board of Trustees Meeting

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DURING THE BOARD MEETING**

*Central Carolina Community College
Board of Trustees
Agenda
September 12, 2023*

Recognition of Guests
Ethics Statement
Mission Statement of the College

Agenda

Minutes

Approval of Minutes

- ❖ Board of Trustees Meeting; August 2, 2023

Building and Grounds Committee

1. Kelly Drive Re-Route Update

Personnel Committee

1. Approve Section 1 – Board of Trustees – Updated Policy and Procedure Manual
2. Approve Section 7 – Information Technology – Updated Policy and Procedure Manual
3. Personnel Update

New Business

1. Discussion and Approval to Send a Letter of Support for the S-Line Project
2. Security Update

Board of Trustees
Central Carolina Community College
August 2, 2023

Members Present: J. Bonardi, J. Burgin, J. Crawford, D. Jordan, J. Kelly, P. Kirkman, G. Lucier, G. McAuley, G. Morris, J. Philpott, C. Post, B. Powell, G. Springle, B. Tatum, T. Vorbeck, J. Womack, R. Spinks, SGA Representative

Guests: J. Love, College Attorney, P. Price, Brett Brenton, myFutureNC

Staff: L. Chapman, J. Matthews, M. Hall, M. Dishman, R.V. Hight, M. Brown, M. Robertson, E. Hare, S. Byington, L. Whitaker

During dinner, Chairman Philpott recognized Jan Hayes for her years of service on the Central Carolina Community College's Board of Trustees. She was presented with a framed Jerry Miller picture of the college. Newly appointed trustees John Bonardi and Taylor Vorbeck were sworn in by Susie Thomas, Lee County Clerk of Court. Reappointed Trustee Pat Kirkman and Regional Spinks, SGA Representative were also sworn in by Susie Thomas.

Chairman Philpott called the meeting to order and turned the floor over to Trustee Powell for a report from the Nominating Committee. He reported that the Nominating Committee met prior to dinner to discuss the recommendations for Chair and Vice-Chair. Trustee Powell informed the Board that their nomination for Chairman was Julian Philpott. The floor was opened for any other nominations. Trustee Tatum made a motion to close the nominations. Trustee Morris seconded the motion. The motion carried unanimously. The recommendation for Chair came from the Nominating Committee and a second was not required. The motion carried unanimously. Trustee Powell told the Board that their nomination for Vice-Chair was George Lucier. The floor was opened for any other nominations. Trustee Jordan made a motion to close the nominations. Trustee McAuley seconded the motion. The motion carried unanimously. The recommendation for Vice-Chair came from the Nomination Committee and a second was not required. The motion carried unanimously.

Chairman Philpott called the Board of Trustees meeting to order and then read the Ethics Statement and Mission Statement of the College.

Ethics Statement

Chairman Philpott stated: "I would like to remind all Board members that it is your duty to avoid all conflicts of interest in your role as a Trustee of this college. Having read the agenda, is anyone aware of a conflict of interest with respect to any matter coming before this Board at this time?" Chairman Philpott continued by saying "if at any time a conflict of interest arises, we are all required to individually state that we are recusing ourselves from discussing or voting upon the matter. Next, I wish to remind you that SACSCOC requires the Board to be free from undue influence from political, religious, or other external bodies, and to protect the institution from such influence. If at any time a Trustee or college official feels undue influence is being applied, please bring that to the attention of the Board so that we can respond accordingly."

Mission Statement of the College

Central Carolina Community College fosters individual, community and economic development through transformative lifelong learning.

The Board packet was presented on the overhead projector screen to allow attendees to see the packet (included details of all items below) which Board members had received earlier via email.

Trustee Kirkman made a motion to approve the Consent Agenda. Vice-Chair Lucier seconded the motion. The motion carried unanimously.

At this time Chairman Philpott called on Brett Brenton, Regional Impact Manager with myFutureNC. Brett shared with the Board the myFutureNC Initiative.

Personnel Committee

Chairman Philpott called on Personnel Committee Chair, Trustee Powell. The first item on the agenda was the Human Resources Updates. Chairman Philpott indicated there was not a need at this time for a Human Resources Update. Chairman Philpott stated the next item on the agenda was to approve the Temporary Parental Leave Policy. Chairman Philpott called on Staff Attorney White and he indicated that the General Assembly had approved a new statute on paid parental leave for community colleges. The State Board followed and adopted a Temporary Parental Leave Policy. The Campbell and Shatley Law Firm that we have been working with drafted a temporary policy. Staff Attorney White and the HR Department fine-tuned that draft and tailored it for the college. This is the Temporary Parental Leave Policy that has been approved by the Personnel Committee. This is a temporary policy that will remain in place until the State Board develops one. Chairman Philpott indicated this comes as a recommendation from the Personnel Committee and does not require a second. The motion carried unanimously. Chairman Philpott stated the next two items on the agenda were to Consider Section 1 – Board of Trustees – Updated Policy and Procedures Manual and Section 7 – Information Technology – Updated Policy and Procedures Manual. These were emailed out and hard copies were shared with Board members at the meeting. Dr. Chapman added that the Campbell and Shatley reviewed, submitted to the college and then the college staff and leadership also reviewed and localized them. Chairman Philpott suggested that the trustees review Section 1 and Section 7 and send any comments back to Dr. Chapman by noon on August 14, 2023. Then we will schedule a Personnel Committee meeting to review the comments. After the Personnel Committee meeting, a Full Board meeting will be scheduled to approve these two sections. Trustee Powell made a motion to approve the process for consideration and approval of our updated Policy and Procedures Manual; Section 1 – Board of Trustees and Section 7 – Information Technology that trustees send any comments related to these two sections to Dr. Chapman by noon on Monday, August 14, 2023 and that a Personnel Committee meeting and a Full Board meeting will be scheduled subsequently. Trustee Womack seconded the motion. The motion carried unanimously.

Finance Committee

Chairman Philpott called on Finance Committee Chair, Trustee Burgin. Trustee Burgin stated the item for Full Board Consideration was to Approve the Follett Bookstore Contract. Chairman Philpott indicated that the Finance Committee asked for clarification on the ten year contract. Staff Attorney White and College Attorney Love researched the statutes and state board code and found there were not any issues with a 10 year contract. This comes as a recommendation from the Finance Committee and does not require a second. The motion carried unanimously. Chairman Philpott told the Board that during the Finance Committee meeting the DAWCC rates were discussed. Chairman Philpott made a note that the Finance Committee approved increasing the rate on the Exhibition Hall from \$0.15 per sq. ft. to \$0.18 per sq. ft. All of the contracts that we have in place will receive the lower rate. If there is a cancellation, the new contract will be at the higher rate. This will be effective August 2, 2023.

Building & Grounds Committee

Chairman Philpott called on Building & Grounds Committee Chair, Trustee Lucier. Trustee Lucier indicated the item on the agenda was to consider options for addressing cost estimate overrun of the Moore Center Bioprocessing Building Project. Trustee Lucier told the Board that the Building & Grounds Committee spent a great deal of time discussing how to deal with the cost overrun. A number of options were looked at. The important factor to keep in mind is that we need to stay on track so the Bioprocessing Building will be ready to open in August 2024. Trustee Lucier stated the option that was looked at was a combination of funds that had not been allocated previously to the Moore Center, but were available. Trustee Lucier asked Provost Matthews to go through the situation. Provost Matthews indicated that inflation had hit hard in a lot of sectors. The hardest hit was plumbing and electrical/HVAC. The original overrun was approximately \$1 million dollars and the cost estimator and designer went back and found somethings that could logically and appropriately be removed which brought the cost estimates at roughly \$600,000 over the total amount budgeted. The funds that are being looked at for use are \$231,000 from Connect NC Bond Funds, which is meant for renovations and \$300,000 from Federal funds allocated for lost revenue, part of the larger COVID funding. We can take care of the cost overrun with the option to use the total of these two funds. Chairman Philpott added that the Building & Grounds Committee had always worked to ensure each county is treated fairly and if additional dollars come that will always be taken into consideration. The recommendation from the Building & Grounds Committee is to choose option 2, proceed with the project by using a combination of existing funds that are available for capital projects, but not currently allocated to Moore Center projects. This does not require a second. The motion carried unanimously. The Building & Grounds Committee also approved that a revised 3-1 form be completed to show the additional dollars and that this form be submitted to the state.

Program Committee

Chairman Philpott indicated there were no Full Board Agenda Items for the Program Committee.

Student & Academic Support Services Committee

Chairman Philpott noted there were no Full Board Agenda Items for the Student & Academic Support Services Committee.

Foundation Report

Dr. Hare reported that the Foundation fiscal year ended June 30, 2023 and they had another strong year. She thanked everyone for their support. Dr. Hare will also provide a chart that will show the growth of the Foundation at the October meeting. Please mark your calendar for the Lee County Golf Classic which will be held on September 20, 2023. Tana Boerger is the new Foundation Board Chair. Dr. Hare is working with Provost Matthews and Facilities Management to develop a plan because a donor has made a substantial donation and would like to plant cherries on campus. This will be presented to you at the October meeting.

Other Items

Chairman Philpott reminded the Board that the NCACCT Seminar would be held in Wilmington, August 30, 2023 – September 1, 2023. The new State Board Chair, Tom Looney will be in attendance at this conference. He is very supportive of the President's Association, the Trustees Association and the State Board working closely together, as well as them all working closely with the General Assembly.

Chairman Philpott recognized Regonal Spinks, the SGA representative and asked if he had any remarks for the Board. At this time, he had none.

Chairman Philpott called on Dr. Chapman for the additional item to be brought before the Board. She indicated that a community member reached out to Margaret Robertson about the college hosting the Business After Hours at the Moore Center in September. The thought was this would set the stage for National Manufacturing Day which is held the first Friday in October, this year

being October 6, 2023. The other piece is Business After Hours events serve alcohol. Chairman Philpott stated the question before you; do we support the event at the Moore Center with the understanding that alcohol will be served or do we request that it be a dry event. We do have an alcohol policy in place that covers the Dennis A. Wicker Civic & Conference Center. Trustee Womack asked if SAGA would be responsible for the cost of the alcohol. Margaret will find out the answer to this question. Trustee Burgin asked if they would have liability insurance and would a certificate of insurance be provided? Trustee Powell stated that this event is held at other locations where alcohol is served and they would be expecting it. He said as long as SAGA is covering the cost, providing security, providing proof of insurance and our alcohol policy was followed he was supportive. Trustee Kelly said if we get the \$50 million there will probably be a number of events to showcase the Moore Center that could involve alcohol. Trustee Tatum made a motion for the revision of the existing alcohol policy to have an amendment to add the Moore Center with the same conditions as stated for the Dennis A. Wicker Civic & Conference Center. Trustee Womack seconded the motion. The motion carried 15 to 1. Trustee Burgin was opposed and voted no.

President's Report

Dr. Chapman informed the Board that the Community College System has Annual Performance Measures for each college. The seven items that are looked are; 1. Basic Skills, Student Progress, 2. Student Success Rate in College Level English Courses, 3. Student Success Rate in College Level Math Courses, 4. First Year Progression, 5. Curriculum Student Completion, 6. Licensure & Certification Passing Rate; 7. College Transfer Performance. We are pretty consistent in our performance measures. We are within average rate on most of our standards with the exception of college transfer performance where we tend to be at the higher end. We are not below the baseline on any of the standards but not at all where we are comfortable being with the English and Math. We will report back to you some of the strategies we are going to implement this year. Dr. Chapman will email the report out and if you have any specific questions, please let her know. We will be giving a more in depth security update at the next Board meeting so we can make the best decision going forward for the safety of our students. Trustee Womack asked if we were looking at whether or not to have the security in house or have it out sourced. The information that was requested by the trustees was the number and types of incidents they have dealt with and that have been reported on the different campuses, hours and amount of coverage, minimum manpower, budgetary range and what it would cost if we did the security in house. Dr. Chapman, also shared that our headcount rebounded with about a 2% increase. The pattern of enrollment is drastically different with a great percentage of part time students. However, our funding model is based on full time students. We are fine this year but if nothing changes we will have to make some difficult decisions next year.

With no further comments, Chairman Philpott called the meeting adjourned.