

**MINUTES**  
**State Board of Community Colleges**  
**PERSONNEL COMMITTEE**  
**Thursday, October 20, 2022**

**PERSONNEL COMMITTEE MEMBERS**

Mr. Bill McBrayer, Chair	Mr. Bobby Irwin	The Hon. Sam Searcy*
Mr. Mark Merritt, Vice-Chair	Mr. Tom Looney	Mr. Ray Trapp*
Ms. Lisa Estep	The Hon. Ray Russell	

\*Attended via Zoom

**OTHER STATE BOARD MEMBERS PRESENT**

Dr. Grant Campbell	Mr. Jonathan Harris*	Ms. Sarah West
Dr. Shirley Carraway	Mr. Burr Sullivan	Ms. Ann Whitford

**OTHERS IN ATTENDANCE**

Pres. Bill Carver, NCCCS	Mr. Alex Fagg	Mr. James Whitmore
Dr. Kimberly Gold	Ms. Sondra Jarvis	Pres. Jeff Cox
Ms. Brandy Andrews	Mr. Bryan Conrad	Pres. David Heatherly
Dr. Levy Brown	Ms. Tiffany Howell	Pres. Darrin Hartness
Ms. Tawanda Foster Artis	Ms. Dorothy Strickland	Ms. Hannah McClellan, EdNC

\*Attended via Zoom

**CALL TO ORDER**

Mr. McBrayer called the meeting to order at 11:08 a.m. in the Gregory Poole Conference Room in the Caswell Building, Raleigh, NC.

**ROLL CALL**

Dr. Gold took the roll of the Personnel Committee members.

**ETHICS STATEMENT**

Mr. McBrayer read the Ethics Awareness and Conflict of Interest Statement. No conflicts noted.

**APPROVAL OF THE AGENDA AND MINUTES**

Mr. McBrayer requested an amendment to the agenda to add seven (7) For Action items for closed session consideration. Mr. McBrayer asked for a motion to approve the October 20, 2022 meeting agenda with the amendments. Mr. Irwin made the motion, seconded by Mr. Sullivan, and the Committee approved by voice vote. Mr. McBrayer asked for a motion to approve the September 15, 2022 meeting minutes. Mr. Merritt made the motion, seconded by Ms. Estep, and the Committee approved by voice vote.

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**FOR ACTION**

**Review of Personnel Committee Charter (Attachment PER 01)**

Mr. McBrayer stated that the first item up For Action is the Review of Personnel Committee Charter. Mr. Merritt stated that the charter has been out in draft form for a couple of meetings and the committee has not received any negative feedback and stated he will be happy to answer any questions.

Mr. Russell made a motion to approve PER 01 – Personnel Committee Charter. Seconded by Mr. Irwin.

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**Request for State Board to Create Position #65035979 (Attachment PER 02)**

Mr. McBrayer stated that the committee must approve the Deputy Director of Small Business Center Network (#65035979) position before it is publicly posted. He stated that the 2022 Appropriations Act allocated funding for this position.

Dr. Gold stated that the appropriations act allowed for the expansion of small business centers majority of the funds are allocated to the Small Business Center network and to support Anne Shaw and the Administration of the SBN. Dr. Gold stated that the position was brought to the committee to be established and eventually advertised.

Ms. Whitford asked if Ms. Shaw was the Director of the Small Business Center, and her location. Dr. Gold responded that she is the Director and is located at Coastal Carolina Community College. Ms. Whitford also asked if, when this new position is filled, will the candidate be located at the college. Dr. Gold responded that it would depend on the individual that is hired.

Mr. Merritt asked how the recommended salary range for the position is determined. He also asked if the salary range is spelled out in the Appropriations Act. Dr. Gold stated that the Appropriations Act is funding the position. The salary range is established by looking at similar positions across the institution. Once the position is posted, the candidate's salary will be based on their qualifications.

Mr. McBrayer asked for a motion to approve the Deputy Director position of Small Business Center Network.

Mr. Irwin made a motion to approve PER 02 – Request for State Board to Create Position #65035979, seconded by Mr. Merritt.

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Dr. Carver extended an appreciation comment regarding Anne Shaw's service to the System Office and all she has done at Coastal Carolina Community College.

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Mr. McBrayer moved to enter closed session pursuant to North Carolina General Statute section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute sections 115D-27 and 126-22. Additionally, pursuant to North Carolina General Statute section 143-318.11(a)(6) to consider the qualifications, competence, performance, and fitness of individual prospective public employees and to consider the conditions of appointment for an individual public employee. Mr. Looney seconded, and the Committee entered closed session via voice vote.

Following closed session, the Committee returned to open session.

**For Information**

The following items were available as for information items:

- System Office Vacancy Report – September 2022 (Attachment PER 02)
- College Presidential Status Report – September 2022 (Attachment PER 03)

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**New Business**

Mr. McBrayer asked for new business items.

Mr. McBrayer suggested the committee consider a rule where a college cannot introduce their President until the they have been approved by the Board, he also wants to look at how wage increases are performed and considered at the Agency. It will be appropriate for the committee to be informed ahead of time of the potential wage increase for an employee. He also suggested going to the manager to verify if the employee in line to get a raise agrees to such before it comes to the committee.

**ADJOURNMENT**

The Committee adjourned at 12:06 p.m.

Recording Secretary,  
Dorothy Strickland