THE BOARD OF TRUSTEES OF SANDHILLS COMMUNITY COLLEGE
REGULAR MEETING

MINUTES

Julius Boros Boardroom
Mid-Pines Resort
December 6, 2010

PRESENT: Trustees George W. Little, Chairman; Mickey R. Brown; Joseph A. Clendenin; James O. Cunningham; Ami Denton, Student Trustee; Catherine P. Graham; Robert A. Hayter; Eugene B. Horne, Jr.; Linda McCaskill; Debbie Riley-Hobbs; Mary G. Upchurch and Raymond Washington, Sr.

STAFF: Dr. John R. Dempsey; Jean Blue; Lauren Beecher; Wendy Dodson; Karen Manning; Rick Smith.

Following the Buildings and Grounds and Finance Committee Meetings held prior to the regular Board meeting, the Board of Trustees convened their regular meeting at 5:54 p.m.

Chairman Little called the meeting to order and read the statute to the trustees regarding conflicts of interest. Hearing none, Mr. Little proceeded to the next item of business.

A motion was made by Mr. Horne, seconded by Mr. Cunningham, to approve the agenda. The motion passed.

Mr. Washington made a motion to approve the minutes from the October 18, 2010 Board of Trustees meeting. Mr. Horne then seconded the motion to approve the minutes. The motion passed.

President Dempsey began the process of the **election of the officers** for the Board of Trustees. He opened the floor for nominations for the office of **Chairman**. Mr. Horne nominated Mr. George Little to continue his service as Chairman of the Board. Mr. Horne then put the nomination in the form of a motion with Mr. Hayter seconding the motion. Mr. Clendenin made a motion to close the nominations and Mr. Horne seconded the motion. The motion to close the nomination passed. With no other nominations from the trustees, Mr. Little was re-elected Chairman of the Sandhills Community College Board of Trustees with a majority vote.

President Dempsey then turned the meeting back over to Chairman Little for the twenty-second time. He indicated that Mr. Caddell wished to step down as Vice-Chairman. Mr. Caddell would stay on the board and continue as Chairman of the Buildings and Grounds Committee. He then opened the floor for nominations for **Vice Chairman**. Mr. Washington made a motion to nominate Mr. Robert Hayter, which was seconded by Mr. Horne. Mr. Clendenin made a motion for the nomination to be closed and by acclimation the motion passed. With no other nominations, Mr. Robert Hayter was elected Vice Chairman of the Sandhills Community College Board of Trustees. The motion passed.

Chairman Little asked for nominations for **Secretary**. Mr. Horne nominated Mrs. Debbie Riley-Hobbs and it was seconded by Mr. Brown. With no other nominations, Mr. Clendenin made a motion to close

the nomination and was voted by acclimation. The motion to elect Mrs. Debbie Riley-Hobbs as Secretary to the Sandhills Community College Board of Trustees passed.

Chairman Little opened the floor for nominations for **Assistant Secretary** to the Board of Trustees. Mr. Little nominated Mrs. Wendy Dodson and the nomination was seconded by Mr. Horne. Mr. Horne made a motion to close the nominations and it was seconded by Mr. Cunningham. The motion to close the nomination passed. By acclimation, Mrs. Wendy Dodson as Assistant Secretary to the Board of Trustees passed without objection.

Chairman Little asked if there were any nominations for **legal counsel** to the Board of Trustees. Mr. Hayter made a motion to elect current legal counsel, Robbins, May and Rich as legal counsel for the Sandhills Community College Board of Trustees. Mr. Horne seconded the motion. Mrs. Graham abstained from the vote, due to her previous working relationship with Mr. May. The motion passed.

Mr. Hayter reported for the **Building and Grounds Committee** that met prior to this meeting. He introduced President Dempsey to report on the **General Classroom Building** in Vice President Gough's absence. Dr. Dempsey asked the Board to ratify a voice poll of the Sandhills Community College Board of Trustees that was made on November 29, 2010, which recommended approval to the State Construction Office to award the construction contract for this project to Shiel Sexton Company, Inc. in the amount of $4,251,000. Mr. Hayter made a motion from the Buildings and Grounds Committee to ratify the voice poll. Mr. Horne seconded the motion and it carried.

Mr. Hayter then presented the **New Classroom Building**. Dr. Dempsey explained that the advanced planning for this project identified new programming needs for the Allied Health Program which resulted in required changes to the NCCCS 3-9, and the NCCCS 3-1 for this project These included a name change for the project to the New Allied Health Annex/(To Include-Kennedy Hall Renovation), scope changes, and funding to support the scope changes. The new Facilities Master Plan will include all of these revisions. He recommended to the Board that they approve of these revisions. Mr. Hayter made a motion from the Buildings and Grounds Committee to approve of the revised NCCCS 3-9, and NCCCS 3-1 for this project. Mrs. Upchurch seconded the motion and it carried.

Mr. Hayter then presented the **Physical Plant Facility Project**. A voice poll of the Sandhills Community College Board of Trustees was made on November 23, 2010, for approval to reject all current bids, and to initiate a new bid package making the necessary changes to bring us within budget for this project. Dr. Dempsey explained that one of the bidders made an error in their bid and, rather than go to second bidder, the college decided to rebid the project instead. Mr. Hayter made a motion to ratify the voice poll of November 23, 2010. Mr. Washington seconded the motion. The motion carried.

Mr. Clendenin had some questions about the bid process. Dr. Dempsey explained that a company has 10 days to withdraw a bid. The company withdrew their bid. We could have gone with the second company, but we like the first company and decided to rebid. Further discussion ensued about the bid process and current projects.

Mr. Little asked if there were any other questions related to Buildings and Grounds. Hearing none, he introduced Mr. Clendenin to present for the **Educational Programs Committee**.

Mr. Clendenin reported that the **Educational Programs Committee** had not met and therefore, had no report at this time.

Mr. Little then recognized Mr. Gene Horne to present for the **Finance Committee.** Mr. Horne presented the **Approval of Budget Revision, through October 2010**. Dr. Dempsey spoke about budget news for upcoming year. Mr. Horne made a motion by the Finance Committee to approve the revisions through October 2010. Mr. Cunningham seconded the motion and it carried.

Mr. Horne referred to the Financial Report County and State Bond Funds and indicated they were for information only. Mr. Horne asked if there were any comments or questions. Hearing non he presented the request to write off **library fines**.

He explained that The NCCCS Office oversees library collections for individual colleges. Additionally, the Katherine L. Boyd Library staff also pursues collection of fines and the return of overdue items. When all of these efforts have been exhausted, the Director of Learning Resources needs the authority to delete these items from inventory, and to write off fines that are deemed to be uncollectible. Mr. Horne made a motion from the Finance Committee for approval for the Director of Learning Resources to delete items that are not returned from inventory and to write off the fines deemed to be uncollectible. Mr. Washington seconded the motion. The motion passed.

Mrs. Ami Denton gave the **Student Government Association** report. Ms. Denton indicated that the SGA is excited about recruiting two SandHoke representatives. The SGA fall festival was successful and had an international theme this year with trivia and board games and other activities with an international theme. The SGA attended the New Bern SGA conference with several members. The college placed in the top five in the quiz bowl. The representatives learned a lot, were excited to have a chance to communicate with other Student Government Associations around the state, and are looking forward to participating in the spring conference. The SGA sponsored a turkey bowling event right before the Thanksgiving holiday. Ms. Denton outlined other events, such as Toys for Tots and a canned food drive with the proceeds to be sent to the Coalition for Human Services in Hoke County. Upcoming and coming events include; hot chocolate and cookies, decorating ornament s and gift bags and exam fuel, which will offer donuts, coffee and juice for students before exams. Martin Luther King Day will be celebrated with a day of service starting with the parade, doing two hours of service at an animal shelter, work at the Coalition or park clean up, with the SGA providing transportation for students.

Mr. Little introduced Ms. Upchurch to present for the **Personnel Committee**. Ms. Upchurch referred the trustees to the **Personnel Information** included in their packet. She indicated that she had no report.

Mr. Little then introduced Mr. Hayter to present for the **Planning Committee.** Mr. Hayter indicated that he recently **a**ttended the quality conference at the college. He found the information incredibly useful and asked that the Board to allow Dr. Turner, Dr. Adams, and Dr. Sullivan to report at next meeting when they return from their SACS visit.

Mr. Little introduced Mr. Mickey Brown to report for the **Student Affairs Committee.** Dr. Dempsey introduced Ms. Lauren Beecher, Student Life Director, to provide a brief update for Dr. Adams one WebAdvisor. The initial implementation has been very successful. She explained that current students are now able to register, add, drop classes, and access billing information. New students must still work with their advisors. By spring the degree audit program will be able to provide a snapshot of what students still need for graduation. Dr. Dempsey mentioned that Ms. Beecher and Wendy Kauffman, of a new committee to work on incorporating service learning by 2020 for students. The committee is working hard to get a pilot program in the spring.

Mr. Smith then reported for the **Foundation**. Dr. Dempsey deferred to Mr. Smith for the recommendations of new foundation board members. Mr. Smith explained that the foundation executive committee met and have three recommendations for new foundation board members. Mr. Smith explained that the foundation board meets to create a list of recommendation which is brought to the Board for approval. Once the Board approves the candidates, the foundation then approaches the candidates to ask them to consider serving on the foundation board. The candidates that accept are presented to the Board of Trustees in the spring, at which point the new members join the foundation board and serve for 3 years. The candidates that the foundation is presenting for approval are:

Steve Hurst - formerly of Ernst and & Young
J.J. Jackson – entrepreneur in the communications industry
Kathy McPherson – a generous donor who is very interested becoming a member of the board.

Mr. Brown made a motion to accept the recommended candidates. Mr. Horne seconded the motion. Mr. Smith reminded the Board that the foundation board candidates have not yet been informed and that any communication should wait until after the foundation receives their response.

Mr. Smith then informed the board that Sherrill Matthews last day with the college would be December 17th. The foundation will be doing some things to celebrate her retirement. Mr. Smith invited the Board to stop by Causey Hall on Tuesday, December 14th at 2 p.m. to wish her well. Mr. Smith then went on to detail some recent events. He indicated that the annual appeal letter had gone out and that the foundation had already received some wonderful gifts. He then detailed the 'Step into Fall Dinner'. Dr. Dempsey hosted a dinner in the Russell dining room with our foundation directors. They invited new people from the community that have not gotten to know the college. It was an exceptional evening and the culinary department did a wonderful job. One of the highlights was a carved ice bar created by Chris Currier. Approximately one hundred students from the culinary department participated in this event. He then invited the Trustees to attend the Baking and Pastry competition that will be held in Little Hall on December 7th from 4:00 – 6:00 p.m.

President Dempsey gave the **President's Report.** Dr. Dempsey introduced Karen Manning, Marketing Director, Lauren Beecher, Student Life Director, and Wendy Kauffman, Service Learning Committee Chair, Director of Distance Learning and Faculty Assembly President. Ms. Kauffman handles all the coordination of our distance learning program. He then indicated that Ami Denton's husband is our athletic director and shared with the Trustees that the flyers volley ball team had recently become the regional and district champions. Alicia Hill is their coach and the college could not be prouder. He shared that Miranda Love made first team All American and could be playing at Carolina. He then informed the Board that Jennifer Meggs, President and CEO of Southern Software was chosen as the college's distinguished alumni for 2011. He also expressed what a pleasure it was to work for a Board like this and that a lot of what happens at Sandhills can be attributed to how they do things. He shared that this is not how all boards operate and that he appreciates it. He then mentioned that on February 17th, Livingston College Choir will perform in Owens Auditorium at 7:00 p.m. Mr.

Hayter reminded the Board that a motion for the approval of the new foundation board members was still pending. The motion approving the new foundation board members passed unanimously.

Mr. Little moved on to other business. He indicated that he will be working on the new committee assignments for the upcoming year and will email them shortly. He informed the trustees that the ACCT Law Seminar will be in Washington and that Mrs. Dodson would email the dates and details. The February retreat would be on Monday, February 7th at Mid-Pines. He suggested the possibility of having Leslie Dean give a presentation on the responsibilities of Boards of Non-profit organizations, or other outside speakers. He also suggested having Donny Hunter come and speak about the upcoming legislature to highlight things that will be going on. He also urged the Trustees to contact their representatives and reminded Mrs. Upchurch and Mr. Cunningham that their district has a new representative that they might met with at the Hoke Campus. Dr. Dempsey indicated that he will extend an invitation to the new principal of SandHoke High School, Colleen Pegram to attend our next meeting. Mr. Clendenin inquired as to when the Commissioners, School Board and College Board are scheduled to meet. Dr. Dempsey indicated that the date will be in January or February and the he would let the Trustees know as soon as it is scheduled. A discussion ensued on the talking points of this upcoming meeting.

Mr. Little asked if there were any other items of business for discussion. Hearing none, he asked for a motion to adjourn the meeting. A motion was made by Mr. Clendenin and seconded by Mr. Cunningham.

With no further business, the meeting was adjourned at 6:51 p.m.

Respectfully submitted,

George W. Little, Chairman

Wendy B. Dodson, Assistant Secretary