THE BOARD OF TRUSTEES OF SANDHILLS COMMUNITY COLLEGE
REGULAR MEETING
MINUTES

Sledge Boardroom
October 10, 2011

PRESENT: Trustees George W. Little, Chairman; Robert S. Hayter, Vice Chairman; Joseph A. Clendenin; Ami Denton, Student Trustee; James H. Garner; Eugene B. Horne, Jr.; Linda McCaskill; Pamela Thompson; Mary Upchurch and Raymond G. Washington, Sr.

STAFF: Dr. John R. Dempsey; Jean Blue and Richard Smith.

Following the **Buildings and Grounds Committee,** and joint **Finance and Personnel Committee** meetings held in the Sledge Boardroom, the Board of Trustees convened their regular meeting. Chairman Little called the meeting to order at 6:12 p.m. He read the statute to the trustees regarding conflicts of interest. Hearing none, Mr. Little continued to the next item of business.

Jean Blue then proceeded to swear in Ami Denton as a re-appointed student trustee.

Mr. Little then asked for a motion to approve the minutes from the August 1, 2011, Board of Trustee meeting. On a motion by Mr. Horne, seconded by Mr. Clendenin and unanimous consent from the Board, the minutes from the August 1, 2011, Board of Trustee Meeting were approved.

Mrs. Ami Denton gave the **Student Government Association** report. She reported that they have a full slate of officers this semester who are working with the clubs to keep them active. Two new clubs have been formed; the Sandhills Entrepreneur Club which started out for new students but is now open to all, and the Dance Club. They are excited about both of these and the Dance Club has already performed at athletic events and will offer classes to students. The Musical Theater Group performed at Spring Fling and will look to do more productions in the future. Rick Smith and Jennifer Thomas are working with them on a performance in the spring. They also helped with Constitution Day and had "Pizza with the President" where Dr. Dempsey talked to them. Mrs. Denton also reported that our SGA went to the state conference in Asheville which was a great opportunity to see what other community colleges are doing and to interact with them. She then reported on their service projects. They will partner with the United Way to conduct a survey on community needs. The SGA will send out a team to see what the needs are and help to meet some of them. They plan to get some of the clubs involved with this project as well. She reminded everyone that Fall Fest is on October 19th, and they will feature chili, cornbread, and lots of fair type games.

Mr. Hayter reported for the **Buildings and Grounds Committee** that met prior to the regular meeting.

The first item addressed was the design fee for the **Kennedy Hall Simulation Lab.** Mr. Hayter pointed out that the design fee has increased from about $20,000 to $39,500 due to the need for audiovisual and medical equipment consultants for this project. Mr. Little commented on how advanced these robots are, and that doctors are training on the very same things. Mr. Hayter made a motion from the Buildings and Grounds Committee to approve a design fee in the amount of $39,550 for Wright Architecture, LEED AP. Mr. Horne seconded the motion and it passed unanimously.

The next item discussed was the **Blue Hall Renovation** project. Mr. Hayter explained that the bid opening was held September 22, 2011, and the low bidder was Bradley Construction. Additionally, an increase in the scope of the project by $243,452 is needed to address lighting and HVAC needs. Mr. Hayter made a motion from the Buildings and Grounds Committee to approve Bradley Construction as the general contractor for this project in the amount of $1,166,360. Mr. Horne seconded the motion and it passed unanimously.

Mr. Hayter then made a second motion from the Buildings and Grounds Committee for approval to transfer $143,452 of 2000 State Bond new construction funds, and $100,000 of 2007 Moore County Bond funds from the Horticulture Complex project to the Blue Hall Renovation project. Ms. Upchurch seconded the motion and it passed and carried.

Mr. Hayter made a third motion from the Buildings and Grounds Committee for approval to increase the design fees for Wright Architecture, LEED AP in the amount of $9,000. Mr. Horne seconded the motion and it passed and carried.

Mr. Hayter then moved to the **Horticulture Complex.** Mr. Hayter stated that this project was finished and is the funding source for the increase in scope for the Blue Hall Renovation project. Mr. Hayter made a motion from the Buildings and Grounds Committee to approve the transfer of 2000 State Bond new construction funds in the amount of $143,452, and 2007 Moore County Bond funds in the amount of $100,000 from the Horticulture Complex to the Blue Hall Renovation project. The motion was seconded by Mr. Horne and it carried.

Mr. Hayter then made a second motion from the Buildings and Grounds Committee to approve the transfer of the remaining 2007 Moore County Bond funds in the amount of $75,593 from the Horticulture Complex to the General Classroom Building project. Ms. Thompson seconded the motion and it passed and carried.

Mr. Hayter then presented the **General Classroom Building** project. He explained that the remaining funding in the Horticulture Complex project will be transferred to this project to support the completion of Logan Hall.

Mr. Hayter made a motion from the Buildings and Grounds Committee to approve the transfer of 2007 Moore County Bond funds in the amount of $75,593 from the Horticulture Complex project to the General Classroom Building project. Mr. Horne seconded the motion and it passed unanimously.

Mr. Hayter referred the Trustees to the **Project Updates** and stated that he visited both the Physical Plant and General Classroom Building sites. Logan Hall is ahead of schedule, and the Physical Plant is behind due to a delay in the supply of steel components for this building.
During the Buildings and Grounds Committee meeting there was a discussion of performance contracting. This will be looked into further before any decisions are made. Mr. Hayter then reported that at the moment there will be no cosmetic changes to Causey Hall.

Mr. Little asked if there were any other questions related to Buildings and Grounds. Hearing none, he moved to the next agenda item the **Educational Programs Committee Report**. Mr. Brown was not present so Dr. Turner gave a short report for this committee. He stated that we are close to establishing a pathway for college transfer, and career and technical education for high school students to choose from and then move forward on that pathway. The pathways will be relatively prescribed, but hopefully this will enable students to succeed in these programs.

Mr. Little then introduced Mr. Horne to present for the Finance Committee.

Mr. Horne reported for the **Finance Committee**. Mr. Horne presented the request for the **Approval of Budget Revisions, July 1 through August 31, 2011.** Mr. Horne asked if any of the trustees had any questions. Hearing none; Mr. Horne made a motion from the Finance Committee for approval of the Budget Revisions for July 1, 2011 through August 31, 2011. Mr. Clendenin seconded the motion and it passed and carried.

Mr. Horne then presented the **College Budget (DCC 2-1) for FY 2011-2012** for approval. The budget was discussed in the committee meeting and with no further comments or questions from the trustees; Mr. Horne made a motion from the Finance Committee to approve the College Budget (DCC 2-1) for FY 2011-2012 as presented. Mr. Garner seconded the motion and it passed unanimously.

Mr. Horne then moved to the next item which was the approval of a **Write-Off of Accounts Receivable Balance for Curriculum.** Mr. Horne made a motion from the Finance Committee to approve the Write-Off of Accounts Receivable Balance for Curriculum in the amount of $587.77. Ms. Thompson seconded the motion and it passed unanimously.

Mr. Horne explained that both the **State Financial Audit for FY 2009-2010,** and the **Foundation Audit for FY 2009-2010** were discussed thoroughly in the committee meeting and no action was required.

Mr. Horne then presented the **Financial Reports**, and **Status of County and State Bond Funds** through August 31, 2011 for information purposes only.

Mr. Little then introduced Mr. Clendenin to present for the **Planning Committee.**

Mr. Clendenin addressed the first item which was the approval of the **College Strategic Plan** that was distributed for review at the last meeting. Mr. Clendenin made a motion from the

Planning Committee to approve the College Strategic Plan as presented. Mr. Hayter seconded the motion and it carried.

Mr. Clendenin then reported for the Planning Committee. He pointed out some important dates coming up to the trustees. On November 1, 2011, there will be a Community Listening Forum beginning at 7:30 a.m. for breakfast. The second is the Quality Conference which will be held on November 22, 2011, from 11:00 a.m. until 2:00 p.m. Following the Quality Conference the Planning Committee will meet to cover items picked up in the conference. Dr. Turner explained the focus for the breakfast and Community Listening Forum will be to get community input for the Quality Enhancement Plan. The QEP will involve an activity; we must do a research project that is focused around learning but first we need a topic. The community must be a part of choosing this topic for SACS requirements. He explained that Rick Smith and John Stacey will identify appropriate people to be at the meeting. In essence, it is open to anyone in the community, but specific people will be asked to attend. We will have suggested topics and then ask what will enhance student learning at Sandhills Community College. Dr. Turner asked the trustees to please let Dr. Kristie Sullivan know if they plan to attend, and emphasized that it would be nice to have a trustee at each table. SACS will look at whether or not the trustees were involved in this process as well. The visiting SACS Committee will be here in the winter of 2013; at that time we have to give them two years worth of data. The college is developing extensive software documents such as faculty credentials which can be viewed through the web. Mr. Clendenin then stated that faculty, staff, and trustees are invited to planning meetings. At the Quality Conference we look at the Strategic Plan and establish what major goals to set. We also look at benchmarks and re-examine the Strategic Plan on success. Mr. Hayter recommended all the trustees be there and expressed how informative it had been for him in previous years. Mr. Clendenin reminded everyone that following the conference the Planning Committee will meet at 2:30 p.m.

Mr. Clendenin presented the next item which was the updated college mission statement to be incorporated into the Personnel and Policy Manual.

Mr. Little introduced Mr. Washington to present for the **Personnel Committee.** Mr. Washington reported on the **Personnel Action** items and asked the trustees if they had any questions. Hearing none; Mr. Washington made a motion from the Personnel Committee to approve the **Personnel Action** items as presented. Mr. Hayter seconded the motion and it passed unanimously.

Mr. Washington then presented the updated **Personnel and Policy Manual** for 2011-12 for approval. He explained that the only significant change was the addition of an updated mission statement. Mr. Washington made a motion from the Personnel Committee to approve the new mission statement, and the updated Personnel and Policy Manual for 2011-12 to include this mission statement. Mrs. Graham seconded the motion and it passed unanimously.

Mr. Washington then went over the list of **Personnel Information** with the trustees explaining that these were a summation of part-time faculty, resignations, retirements and other promotions or new hires.

With no other personnel items to address Mr. Washington deferred to Chairman Little to proceed with the meeting.

Mr. Little then introduced Mrs. McCaskill to report for the **Student Affairs Committee**. Mrs. McCaskill stated that the committee had not met at this time.

Chairman Little then introduced Mr. Smith to give the **Foundation** report. Mr. Smith stated that the annual golf tournament last month had sixty-four representatives from South Atlantic and it was very successful. He then reported that our Homecoming event was over the weekend and there were over three hundred people there. He reminded the trustees that the Scholarship Dinner nights are September 26th and 27th and invited them to come to both. Dr. Dempsey remarked that this is the one event to attend as it is a very moving experience. Mr. Smith agreed that it never fails to choke you up, and the emotional crescendo is when the student speakers take the podium. He emphasized this is really the time to come and see what we do in action. Mr. Smith reported that there is a Foundation Board meeting a week from today. Stan Bradshaw is the new chair, and Susan Leader the new vice chair. He mentioned that Ms. Leader will also help to plan the College's 50th celebration. In closing, he gave kudos to Cheryl McNeill who articulated the need for the simulation lab, Germaine Elkins for coordinating funding, and Dr. Dempsey for his pitch to Charles Frock from FirstHealth for support of this project.

President Dempsey gave the **President's Report.** Dr. Dempsey reported that he had a meeting with Harris Blake and representatives from China for students to come in future years. He then stated that Donnie Hunter and others are currently conducting a "Spirit of Sandhills" program to acquaint employees with leadership, management, and other important topics. They meet every two weeks for about sixteen sessions. Most of these sessions will be conducted by Mr. Hunter and staff; however, they are also using some Foundation directors. The sessions are on Thursday afternoons from 1:00 – 4:00 p.m. He noted that there were twice the number of applicants than could be taken, but hopefully the college will do it again in the next couple of years. Mr. Little expressed that this was very good; faculty and staff will benefit tremendously from this opportunity.

With no further business, Chairman Little made a motion to adjourn the meeting. It was seconded by Mr. Horne and the meeting adjourned at 6:53p.m.

Respectfully submitted,

George W. Little, Chairman

Jean M. Blue