

**THE BOARD OF TRUSTEES OF SANDHILLS COMMUNITY COLLEGE
REGULAR MEETING
MINUTES**

Sledge Boardroom
April 2, 2012

PRESENT: Trustees George W. Little, Chairman; Robert S. Hayter, Vice Chairman; Mickey R. Brown; Joseph A. Clendenin; James A. Cunningham; Ami Denton, Student Trustee; James H. Garner; Catherine P. Graham; Eugene B. Horne, Jr.; Linda McCaskill; Pamela Thompson and Mary Upchurch.

STAFF: Dr. John R. Dempsey; Jean Blue; Dr. Richard Gough; Wendy Kauffman; Karen Manning; Richard Smith and Dr. John Turner.

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 7:05 p.m. He read the statute regarding conflicts of interest to the trustees and asked the Board if anyone had any conflicts with agenda items to be discussed. Hearing none, Mr. Little proceeded to the next item of business.

Mr. Little requested a modification to the agenda to include a closed session following the Student Government Association report. This session will include the President's evaluation, and discussion of a personnel matter. A motion was made by Mr. Brown, seconded by Mrs. McCaskill, to approve the modification to the agenda. The motion passed and carried.

Mr. Little then asked for a motion to approve the minutes from the February 6, 2012, Board of Trustee meeting. On a motion by Mr. Horne, seconded by Mrs. Upchurch and unanimous consent from the Board, the minutes from the February 6, 2012, Board of Trustee Meeting were approved.

Mrs. Ami Denton gave the **Student Government Association** report. She reported that their advisor Lauren Beecher has been out on maternity leave and therefore they have been a little slower with activities. On March 3rd they hosted the SGA Central Division regional meeting and Dr. Gough gave the welcome. It was very well attended, and all the visitors were very impressed with our college, Fitness Center, food, and campus in general. Upcoming events include Spring Fling on April 11th with a Mardi Gras theme. Chuck will do a pasta bar for this event and everyone is invited. There will be fourteen clubs and organizations participating in this event. The SGA will have a student team for the American Cancer Society Relay for Life event which will be held on our campus April 21 - 22. In May Student Life will host a banquet with dinner and awards to honor clubs. She reported that at the end of April they will have new officer elections. Mrs. Denton then informed the Board that this will be her last meeting as she will graduate in May. She thanked everyone for the opportunity to serve as a student trustee and for their help and support. Dr. Dempsey then emphasized what a wonderful job she has done as both a trustee and a student at Sandhills Community College.

Mr. Little then introduced Mr. Clendenin to address another matter for approval. Mr. Clendenin stated that the trustees had just met the Flyers basketball team members at dinner, and he felt it was appropriate to adopt a resolution of appreciation to Coach Apple, Coach Denton, and the team as a result of their outstanding season ending in a national championship. A motion was made by Mr. Clendenin, seconded by Mr. Horne, for Karen Manning to draw up such a resolution. The motion passed and carried.

Mr. Little then requested that the Board of Trustees enter into a closed session to conduct the President's evaluation and discuss a personnel matter. On a motion by Mr. Brown, seconded by Mrs. McCaskill and unanimous consent from the Board, all staff was dismissed except for Dr. Dempsey, Dr. Gough and Jean Blue for the duration of the closed session.

Upon completion of their business, a motion was made by Mr. Brown, seconded by Mr. Cunningham, to come out of the closed session. The motion passed and carried.

A second motion was made by Mr. Horne, seconded by Mrs. Upchurch, to accept the President's evaluation. The motion passed and carried.

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

The first item addressed was the transfer of funds from the **Transportation Services Area Renovation** that was approved at the February 6, 2012 Board of Trustees meeting. Dr. Gough explained to the Board that at the last meeting approval to transfer \$2,550 to the Kennedy Hall Simulation Lab was granted. Subsequently, we learned that state bond money makes up that funding which cannot be used unless we re-establish the project. To avoid delays and unnecessary administrative work, we are asking to rescind that transfer. Mr. Hayter made a motion from the Buildings and Grounds Committee for approval to rescind the transfer of \$2,550 to the Kennedy Hall Simulation Lab that was granted on February 6, 2012. Mr. Horne seconded the motion and it passed unanimously.

Dr. Gough then pointed out the second item with regards to the **Transportation Services Area Renovation**. He stated that the project is now complete with a residual balance of \$11,957 comprised of \$1,548 of 2000 State Bond funds, and \$10,409 of 2007 Moore County Bond funds. The recommendation is to transfer these amounts to the Blue Hall Renovation project. Mr. Hayter then opened the floor for any questions or discussion. Hearing none; Mr. Hayter made a motion from the Buildings and Grounds Committee for approval to transfer the remaining balance of \$1,548 of 2000 State Bond funds, and \$10,409 of 2007 Moore County Bond funds to the Blue Hall Renovation project to close the Transportation Services Area Renovations project. Mr. Horne seconded the motion and it passed and carried.

The next item on the agenda was the **Blue Hall Renovation** project. Mr. Hayter explained that approval was needed to accept the above funds into this project. Mr. Hayter made a motion from the Buildings and Grounds Committee for approval to transfer \$1,548 of 2000 State Bond funds

and \$10,409 of 2007 Moore County Bond funds to the Blue Hall Renovation project. Ms. Thompson seconded the motion and it passed and carried.

Mr. Hayter then moved to the next agenda item, the **Kennedy Hall Simulation Lab**. Dr. Gough informed the trustees that we need to add some money to this project for head wall units and other mechanical requirements. He felt that \$25,000 would satisfy these needs. Mr. Smith went on to explain that with this addition of funds to finish the physical structures, combined with FirstHealth's contributions and Bracken funds, the project will be fully funded. He pointed out that the Nursing Department has been good stewards of these funds over the years.

Mr. Hayter asked if there were any questions or further discussion needed with regards to this project. Hearing none; Mr. Hayter made a motion from the Buildings and Grounds Committee for approval to transfer \$25,000 of 2007 Moore County Bond funds into the Kennedy Hall Simulation Lab project. Mr. Horne seconded the motion and it passed unanimously.

Mr. Hayter then moved to the **Kennedy Hall 136 Renovation** project. Mr. Hayter stated that this second Kennedy Hall renovation is for an ophthalmic lab. Dr. Gough told the Board we need to add \$15,000 to cover the cost of asbestos abatement. With no further discussion, Mr. Hayter made a motion from the Buildings and Grounds Committee for approval to transfer \$15,000 of 2007 Moore County Bond funds into the Kennedy Hall 136 Renovation project. The motion was seconded by Mrs. Upchurch and it passed and carried.

Mr. Hayter then presented the **General Classroom Building** project and turned the first item for discussion over to Dr. Gough. He stated that this is our new classroom building, Logan Hall. Moore County Bond funds were approved last time to pay for the furniture, but since then we have pieced together other sources of funding and would like to rescind this previous transfer. Mr. Hayter questioned whether this resulted in any compromise in furnishings, and Dr. Gough assured everyone that it did not; just other sources of money were used. Mr. Hayter then opened the floor for further discussion if necessary. Hearing none; Mr. Hayter made a motion from the Buildings and Grounds Committee for approval to rescind the transfer of \$280,000 of 2007 Moore County Bond funds into the General Classroom Building that was granted on February 6, 2012. Mr. Horne seconded the motion and it passed unanimously.

The second item Mr. Hayter presented for the **General Classroom Building** involves a naming opportunity. He deferred to Dr. Dempsey who explained that Project Promise will move to Logan Hall and in recognition of Mr. and Mrs. Farrell Bushing we would like to name the center after them. Mr. Bushing has been a long time Foundation Director, and both have provided enormous support to the college. Mr. Hayter then made a motion from the Buildings and Grounds Committee for approval to name the Project Promise space in Logan Hall "The Farrell and Pamela Bushing Project Promise Center". The motion was seconded by Mrs. Upchurch and it passed and carried.

The **Causey Hall Roof** project was then presented by Mr. Hayter. He gave the floor to Dr. Gough who stated that the roof needs to be replaced. Prior approval was granted to establish this project in the amount of \$150,000. The addition of a mansard roof would add \$250,000. We

recommend adding \$100,000 from Moore County Bond funds, and \$100,000 from State Equipment funds with the knowledge that it may not get spent but to satisfy state rules with regards to showing a project as fully funded. Mr. Hayter reminded the Board that this is the first year we are able to transfer State Equipment funds to Capitol Improvement and we want to exercise this option. With no further discussion, Mr. Hayter made a motion from the Buildings and Grounds Committee for approval to transfer \$100,000 of 2007 Moore County Bond funds, and \$100,000 from State Equipment funds into the Causey Hall Roof project. The motion was seconded by Ms. Thompson and it passed and carried.

Mr. Hayter then presented the **Allied Health Annex/Kennedy Hall Renovation** project. Dr. Gough explained that part of the advanced planning money we received was used to engage Mark Wright to prepare the Advanced Planning Documents. Mr. Wright presented them to the Buildings and Grounds Committee, and it was decided to table approval pending further review by the board. Mr. Hayter then made a motion from the Buildings and Grounds Committee to table the approval of the Advanced Planning Documents as presented by Mark Wright pending further review from the Board of Trustees. The motion was seconded by Mr. Horne and it passed unanimously.

The next item Mr. Hayter addressed was the **Open End Design Agreement**. Mr. Hayter stated that ratification of a voice poll conducted by Jean Blue on March 8, 2012 was necessary. With no further discussion, Mr. Hayter made a motion from the Buildings and Grounds Committee to ratify the voice poll of the Sandhills Community College Board of Trustees made on March 8, 2012. Ms. Thompson seconded the motion and it passed and carried.

Mr. Hayter then reported the **Project Updates** for informational purposes only.

Mr. Little asked if there were any other questions related to Buildings and Grounds. Hearing none, he introduced Mr. Horne, Chair of the Finance Committee.

Mr. Horne reported for the **Finance Committee**. Mr. Horne presented the request for the **Approval of Budget Revisions, September 1, 2011 through February 29, 2012**. 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 September 1, 2011 through February 29, 2012. Mr. Cunningham seconded the motion and it passed and carried.

Mr. Horne then presented the **Moore County Budget Request for 2012-2013** for approval. Mr. Horne stated that it had changed from the initial request. Dr. Gough explained that it included an increase of 3% overall which is needed to support new facilities coming on line. This will all go into contracting for housekeeping services, and a small amount for benefits cost increases for employees. The budget will be presented to the county commissioners on April 17. With no further comments or questions from the trustees; Mr. Horne made a motion from the Finance Committee to approve the Moore County Budget Request for 2012-2013 as presented. Ms. Thompson seconded the motion and it passed unanimously.

Mr. Horne then moved to the next item which was the approval of the **Hoke County Budget Request for 2012-2013**. He deferred to Dr. Gough who mentioned the budget is the same as last year. The \$50,000 amount at bottom is for road paving and is a wedge to inform them that we may come back with a supplemental request. Mr. Horne opened the floor for any further discussion or questions. Hearing none; Mr. Horne made a motion from the Finance Committee to approve the Hoke County Budget Request for 2012-2013. Mr. Cunningham seconded the motion and it passed unanimously.

The next agenda item Mr. Horne presented was the approval of a **Registration Fee for Continuing Education Fire Service Seminar**. Mr. Horne explained that the college and committee are having a one day seminar. Mr. Hayter stated that the trustees might not have to deal with these fees and requested that this be looked into. If possible, they would prefer to have staff set these fees and the trustees approve them all at one time. With no further discussion, Mr. Horne made a motion from the Finance Committee for approval to charge an early registration fee of \$25 per person, and a late registration fee of \$30 per person for Continuing Education Fire Service Seminar July 14, 2012. Mr. Brown seconded the motion and it passed and carried.

Mr. Horne then presented the **Financial Reports, and Status of County and State Bond Funds** through February 29, 2012 for information purposes only.

Mr. Horne asked if there was any other business to discuss and Dr. Gough informed the trustees that we are having a financial audit at this time. He stated that there are not likely to be any major findings, only minor recommendations. We needed to have this audit in preparation for our upcoming SACS reaffirmation.

Chairman Little then introduced Mr. Brown to present for the **Educational Programs Committee**. Mr. Brown deferred to Dr. Turner who pointed out that there have been two activities in the last year that have to be presented to the Board for discussion. The first item is the status of the **Program Audit**, and he pointed out that they have really scrutinized us this year. There were no findings, but they gave us a letter of management. This is not a violation, just a recommendation to do things differently in the future. We reported a co-op student for FTE that had only been on the job for a week. The auditors claimed the student should have worked at least sixteen hours, but the student quit the job after only fourteen hours of work.

The next item for discussion was the **Continuing Education Internal Audit Report**. Dr. Turner reported that this is an internal audit that is conducted every year. All classes are visited to make sure they are being held, that students are there, and the person they are actually paying is there teaching. This system was set up by trustees about twelve years ago. We have satisfied all internal audit requirements; more classes were visited than necessary and all were found satisfactory.

Due to Mr. Washington's absence, the **Personnel Committee** did not meet and Chairman Little presented the agenda items to the Board of Trustees. The first item on the agenda was the **2012-13 Faculty and Staff Educational Learning Opportunities**. Mr. Little asked that this be removed from the agenda as the recipients had not yet been selected.

Mr. Little then addressed the **Personnel Action Items** as presented. These included the hire of Alberta Purvis to coordinate the new Ophthalmic Medical Assistant program. With no further discussion, Mr. Little asked for a motion. A motion was made by Mr. Brown, seconded by Mr. Garner, for approval of Personnel Action Items as presented. The motion passed and carried.

Mr. Little then moved to the next agenda item which was the approval of the **Traffic Regulations Policy**. Dr. Gough addressed the Board and stated that this would break the ordinance away from overall policy for approval. This keeps us in line with General Statute 115 D-1, which states we can establish ordinances with the Secretary of State and issue citations. He recommended approving the Traffic Regulations Policy as presented for the Personnel and Policy Manual. Mr. Brown stated that public safety officers should be removed as they cannot issue citations. This will be replaced with police officers. Mr. Clendenin pointed out two misspelled words and pending those changes approval of the policy will be granted. Mr. Little asked if there were any further questions or need for discussion. Hearing none; Mr. Little asked for a motion to approve this policy. A motion was made by Mr. Brown, seconded by Mr. Horne, for approval of the Traffic Regulations Policy with the above changes. The motion passed unanimously.

Mr. Little then presented the **Traffic Rules and Regulations Ordinance** for review and discussion. Approval of this ordinance will be requested at the June meeting. Mr. Clendenin asked about trustees parking in the circle as they have in the past. Will this violate the ordinance and will they be ticketed? Dr. Gough stated that they would not write a trustee a ticket, and usually they just issue warnings anyway. He also pointed out that the fire lane is only on the left so it will still be acceptable for the trustees to park on the right. Mr. Clendenin then opened the discussion of speed limits. He stated that the speed limits are from a very old statute; over the years North Carolina and municipalities have gotten away from doing blanket speed limits. For example the ring road goes through parking areas. He recommended adopting a 20 or 25 mile an hour campus wide speed limit. Discussion ensued and it was decided to get a recommendation from Dave Reece for one uniform speed limit for the entire campus.

Mr. Little then went over the list of **Personnel Information** with the trustees. Dr. Dempsey pointed out the promotion of John Stacey to Dean of Learning Resources, six retirements and one new hire. A motion was made by Mr. Brown, seconded by Mrs. Upchurch, to approve the Personnel Information as presented. The motion passed and carried.

With no other personnel items to address Mr. Little introduced Mr. Clendenin to report for the **Planning Committee**.

Mr. Clendenin announced that the College Strategic Planning meeting is tomorrow at 1:00 p.m. in the Clement Dining Room. At this meeting Dr. Dempsey, Dr. Turner, Dr. Gough, and Dr. Sullivan review the College Strategic Plan. He then began a discussion of whether or not we have a back log of students trying to get into Health Sciences programs, and do we need to hire more faculty to accommodate these needs. Dr. Turner went on to explain the process which is not that simple. They must qualify to get into a specific program such as nursing. A number of

students do not qualify because they have not taken all the prerequisites and can be called a nursing major waiting to get into the program. Every one of the seven Health Science programs have gone to a competitive model entry. The intent is for us to get better students, decrease attrition, and have a higher licensure rate at the other end. This can be a laborious process, and the challenge is how to keep students who are waiting in line from giving up. We must keep them interested and cannot move them into another program as they are also full. Dr. Dempsey remarked that we cannot expand some of these programs because there are only a certain amount of clinical sites available. Additionally, not all of the graduates from last year got full-time jobs. Dr. Turner stated that we continue to pay attention to new programs to create i.e. Ophthalmic Medical Assistant, and we recently added Polysomnography. With limited resources, we are not able to hire more faculty and even if we could then we would have to find physical space for them. It was determined that Health Science is the only curriculum facing this problem. It was then reported that the Palmer Foundation has awarded a grant to help us offer Anatomy & Physiology to high school students. A lab at Pinecrest will be remodeled and one created on our campus as well in Causey Hall.

Chairman 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 in the early 1950's families came together and met with Norris Hodgkins and others to set up five trusts for students who wished to pursue higher education. These trusts have been in Raleigh and they needed to find a successor organization. Six weeks ago we were contacted by the College Foundation, Inc. with regards to this. It was reviewed by John May and approved by the group that came down from Raleigh. They were very impressed and could not imagine a better place to use these resources. This will increase the size of scholarships by 40% and endowments by 10%. Because of clever legal advice it has been constructed so we can award these funds to Moore County students based on need or merit. They can also be used for extraordinary expenses and will enable us to help another 50 – 75 students per year. Mr. Little explained that these were originally loan funds for students that came from Citizens Bank. Mr. Smith then closed by stating he had never met any people from any of the families and would contact Norris Hodgkins to find out more about them and try to honor these families.

President Dempsey gave the **President's Report**. Dr. Dempsey reported how proud he was of the Flyers, and he was glad the trustees had the opportunity to have dinner with them. He then read some comments from Howard Coble about the team. He reminded the trustees how important it is to speak to the commissioners about our budget request. He also mentioned that it is not too early to think about going to Boston, October 10-12th, for the National Trustees Meeting. He stated that Wendy will get the information out to them soon.

With no further business, Chairman little made a motion to adjourn the meeting. It was seconded by Mr. Hayter and the meeting adjourned at 8:30p.m.

Respectfully submitted,

George W. Little, Chairman

Jean M. Blue