

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

Sledge Boardroom
June 6, 2011

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

ABSENT: James H. Garner and Debbie Riley-Hobbs.

STAFF: Dr. John R. Dempsey; Dr. Susanne Adams; Jean Blue, Wendy Dodson; Dr. Richard Gough, Karen Manning; and Dr. John Turner.

Following the **Buildings and Grounds** 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 together at 5:51 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 then informed the board that this meeting would be Larry Caddell's last trustee meeting, as his term would be ending on June 30th. He asked that the Board make a motion for Mr. Caddell to be the chair of his last meeting. A motion was made by Mr. Clendenin to have Mr. Caddell act as the Chairman of the June 6th board meeting. Mr. Hayter seconded the motion and with unanimous consent of the board, Mr. Caddell took over as chair of the meeting.

Dr. Dempsey informed the Board that Mr. Gough would be defending his dissertation for his doctorate degree on Thursday. He then went on to inform the Board that Vice President Adams has resigned from her position to accept a position as the new president of Brunswick Community College. He reviewed Dr. Adams work and highlighted her talent and passion. He indicated that she will make a fabulous president and will be missed. He encouraged Dr. Adams to pursue a joint meeting of the Brunswick and Sandhills Board of Trustees at Brunswick Community College and to present the idea to the Brunswick Community College Board.

Mr. Caddell then asked if there were any modifications to the agenda. Mr. Gough indicated that the Blue Hall Renovation project needed to be added to the agenda. Mr. Brown made a motion to approve the agenda with the Blue Hall Renovation project added as section H and make the project updates section I. Mr. Horne seconded the motion and it passed.

Mr. Caddell then asked for the approval or modification of the minutes from the June 6, 2011 board meeting. Mr. Washington made a motion to approve the minutes and Mr. Horne seconded it. The motion passed.

Mrs. Ami Denton gave the **Student Government Association** report. Mrs. Denton informed the Board that the SGA held the annual elections and that she will return for a second term as president. The SGA had a planning meeting to establish goals. One of the immediate goals is to continue to get student clubs involved and increase the SGA's presence on campus with cultural and service events. Some of the events planned for the first few weeks are Club Sandwich Day combined with a volunteer fair to have local organizations come on to campus to help student involvement in volunteer activities. The next meeting will be set for August to set future event dates.

Mr. Hayter reported for the **Buildings and Grounds Committee** that met prior to the regular meeting. He introduced Vice President Gough to discuss the **Road and Parking Lot Study**. Mr. Gough explained that at the April Board of Trustee meeting it was determined that a road and parking lot study was needed as a supplement to the Facilities Master Plan. Wilbur Smith & Associates was contacted regarding this initiative and a formal proposal for this effort is attached. Mr. Hayter explained that there were a few issues that involved the Master Plan and that there was some additional consideration needed for the development of the proposal. Mr. Hayter made a motion from the Buildings and Grounds Committee to table the study for additional information. Mr. Little seconded the motion. Mr. Hayter also included a motion that any future projects include consideration of its impact on the college's Master Plan. This was also seconded by Mr. Little. The motion carried.

Mr. Hayter then presented the **Emergency Services Training Complex** project. He indicated that the board would like to name this building for Larry Caddell, who played a strong role in the construction of the facility. Mr. Little made a motion to name the Emergency Services Training Complex for Larry R. Caddell. Mrs. Upchurch seconded the motion and it carried with unanimous consent. Dr. Dempsey indicated that the college would confirm the date for the dedication shortly.

Mr. Hayter then presented the **Transportation Services Area Renovation** project. A voice poll was made of the Sandhills Community College Board of Trustees on May 24, 2011, to recommend increasing this projects funding by \$15,000 to incorporate some facility repair items that were discovered during construction. This additional funding will come from the Miscellaneous Repair and Renovations project using 2007 Moore County Bond funds. Mr. Hayter made a motion from the Buildings and Grounds Committee to ratify the voice poll to approve increasing the project funding by \$15,000 to cover the additional repairs. Mr. Brown seconded the motion and it passed.

Mr. Hayter then presented the request for the **Wellard Hall Choir Room**. Dr. Dempsey explained to the board that Professor Frances Wilson has been a dedicated professor of music and director of the SCC choir for forty-one years, and will be retiring at the end of this month. In recognition of this service it has been recommended to name the choir room in Wellard Hall in her honor. Dr. Dempsey indicated that former SGA President, Ravon Sheppard, and a number of other students of Professor Wilson spearheaded this request. Mr. Hayter made a motion from the Buildings and Grounds Committee to name the Wellard Hall Choir room for Professor Frances Wilson. Mr. Brown seconded the motion and it passed with unanimous consent.

Mr. Hayter then presented for the Kennedy Hall Health Sciences Simulation Labs project.

Mr. Gough explained that this project entails the creation of a simulation lab complex capable of supporting three simulators. The project will include renovating Kennedy 101, and reconfiguring Kennedy 106 and 107 to provide the infrastructure to support these advanced devices. Rough estimates for this project indicate approximately \$100,000 in building infrastructure changes, and approximately \$400,000 in equipment purchases. It is anticipated that funding for the infrastructure upgrades will be provided by Miscellaneous Repair and Renovation bond funds, and the funding for the equipment purchases will be provided by private institutional funds. Because the project construction is not expected to exceed \$ 100,000 it is classified as an informal project and therefore would be handled under the open end design agreement with Wright Architecture, PA. The proposal in the amount of \$16,400 is attached. Dr. Dempsey indicated that this project is dependent on private funding and will move forward only if that funding is acquired. Dr. Dempsey indicated that this renovation is necessary for the Health Sciences department to be on par with industry standards. A motion was made by Mr. Little to approve the design agreement in the amount of \$16,400 as attached. The motion was seconded by Mr. Hayter and carried.

Mr. Hayter then presented for discussion the **Naming of Campus Roads**. Dr. Dempsey indicated that the area emergency services indicated a need for names of the college road to enable faster location of campus buildings. The college is working on names and will update the board at the next meeting.

Mr. Hayter then presented the **Blue Hall Renovation Project**. Vice President Gough explained the scope of the project and indicated that an increase of \$42,00 in the architect fees for Wright Architecture would be necessary. Mr. Hayter made a Motion from the Buildings and Grounds Committee to increase the architect fees for Wright Architecture by \$42,000 for a total of \$122,000 for design fees. Mr. Little seconded the motion and it passed.

Mr. Gough then reviews the project updates and asked if there were any questions. Hearing none, he deferred to Chairman Caddell.

Mr. Horne then presented for the **Finance Committee**. He presented the **Approval of Budget Revisions Review Budget Revisions for March 1 through April 30, 2011**. He asked if there were any questions on the budget revisions. Hearing none, he made a motion from the Finance Committee to approve the Budget Revisions for March 1 through April 30, 2011. Mr. Cunningham seconded the motion and it passed.

Mr. Horne then presented the **Approval of Student Fees for 2011-2012**. Mr. Horne made a recommendation from the Finance Committee to approve the enclosed student fees for fiscal year 2011-2012. The motion was seconded by Mr. Cunningham and passed.

Mr. Horne then presented the **Approval of Student Activities Budgets for FY 2011-2012**. Mr. Horne made a recommendation from the Finance Committee to approve the Student Activities budgets for fiscal year 2011-2012. Mrs. Upchurch seconded the motion and it carried.

Mr. Horne then presented the request to approve the increase of **Owens Auditorium User Fees**. After discussion in the committee meeting, Mr. Horne made a motion by the Finance Committee to increase the user fees for Owens Auditorium going forward into the new academic year. Mr. Clendenin seconded the motion. The motion carried.

Mr. Horne then presented the request for the approval of an **Emergency Services Seminar Registration Fee**. Mr. Horne made a motion from the Finance Committee to approve the Emergency Services Seminar Registration fee from \$25.00 to \$30.00, due to increased costs. Mr. Brown seconded the motion and it passed.

Mr. Horne then presented the request for **Approval of Write-Offs of Uncollectible Accounts Receivable Balances for Curriculum**. Mr. Horne indicated there were uncollectible accounts receivable balances for curriculum in the amount of \$678.00. Mr. Horne made a recommendation from the Finance Committee to approve the write-off uncollectible Accounts Receivable Balances for curriculum in the amount of \$678.00. Mr. Cunningham seconded the motion. The motion passed.

Mr. Horne then presented the request for **Approval of Comprehensive Insurance for 2011-2012**. Mr. Gough indicated that the college bid out the project and BB&T was the low bidder in comparison with the other bidders. Mr. Horne made a motion by the Finance Committee to approve the comprehensive insurance for 2011-2012. Mr. Brown seconded the motion and it carried.

Mr. Horne then indicated that the finance reports were for information only and asked if there were any questions. Hearing none, he deferred to Chairman Caddell.

Mr. Clendenin then reported for the **Educational Programs Committee**. Mr. Clendenin indicated that the committee will meet on Monday, June 13th at 11:30 a.m. for an informal lunch program. The program will start with the Albanian program about the relationships between Shrokda University and Sandhills Community College. He asked the Trustees to let him know who would be attending.

He then introduced Dr. Turner to discuss the **Continuing Education Internal Audit Report** and the **2009-2010 Final Program Audit Report**. Dr. Turner indicated that the college Continuing Education Internal Audit is a detailed the audit process. One of the control areas that are required is that employees physically pick up their paychecks once a year to confirm that everyone on the payroll is an actual employee and that the college does not have any phantom employees. The Program Audit concluded with one exception. An instructors signature was in the wrong place on the roster. The college appealed and the auditor's office has removed it and listed our audit with no exceptions. Mr. Little also shared with the board that the college can bid out for auditing services next year.

Mr. Washington presented for the **Personnel Committee**. He made a motion from the Personnel Committee to approve the 2011-2012 Holiday Schedule. Mr. Hayter seconded the motion and it carried.

Mr. Washington then indicated that the personnel information was for information only. Dr. Dempsey shared with the Board that Melvin Ritter would be replacing Carl Johnson, who was retiring on August 1st.

Mr. Hayter then presented for the **Planning Committee**. Mr. Hayter updated the Board on College Strategic Planning Meeting on April 20, 2011. Mr. Hayter attended the college strategic planning meeting and indicated how unique it was to be in a strategic organization. Dr. Turner explained to the Board that Dr. Kristie Sullivan responsible for this plan. There are two planning meetings, one in the fall and one in the spring. In the spring the college looks at what has been done and looks into the future. The president establishes an agenda of topics and discusses the QEP as part of the SACS process. Dr. Sullivan gave the participants a breakdown on where the college is currently and where it is going. A QEP must be established and be in progress by 2013. Mr. Hayter then explained the design and implementation of the QEP. Mr. Hayter also indicated that there was some discussion about leadership and that President Dempsey would discuss that later in the meeting. In August the strategic plan will be distributed and the Trustees will discuss it that at that time.

Mr. Brown then presented for the **Student Affairs Committee**. Mr. Brown indicated that the committee met earlier and went over the budgets for athletics, which contained proposed increases. All four sports teams competed in post season competition and at least six or seven of these student athletes are going on to a four year university with full scholarships. Dr. Adams reviewed the budgets with the Trustees. Mr. Brown pointed out that since the budgets were approved earlier in the Finance Committee, they did not need to be approved now.

Ms. Jennifer Blakely reported for the **Foundation** in Mr. Smith's absence. She informed the Board that the Annual Coca-Cola Sandhills Community College Golf Tournament has been moved to September 13, 2011 and that plans for that event were moving along. The foundation was gearing up for the fall campaign and plans were underway for promoting the college's fiftieth birthday.

Dr. Dempsey then gave the **President's Report**. Dr. Dempsey indicated that Dr. Turner and Mr. Hayter mentioned our leadership planning. He explained that ongoing development of leadership is important. The college started the 2020 group three years ago, and has decided to do something like that in a small group. Several faculty and staff members are working with Donny Hunter, Director of NCACCT, to put together a program for the employees to help them grow personally and professionally. Some of the foundations directors will be participating as facilitators. Mike Martone will be one of the presenters; the Logan's and some very high powered foundation board members are to be included. The college anticipates starting this program in October or November of this year. It is still in the planning stages. The news about the about the budget is not so exciting. The college is looking at a reduction of 1.695 million dollars. There are some resignations and retirements, but those taken together will generate of around one million dollars. The college needs to come up with an additional \$600,000 more to balance the budget. Dr. Dempsey indicated that the college hopes to do it without laying anyone off, but salary reductions and major cuts in how college does business may be necessary. He explained that he would have more information by the August meeting and the college will try to

do manage it with minimal impact on our students learning and our faculty and staff that help with that.

The last item on the agenda was the rocking chair for Mr. Caddell. His original chair was lost in a fire and now this chair will go to his new home. Chairman Little presented the chair to Mr. Caddell and Karen Manning photographed the moment.

Mr. Caddell made a motion to adjourn the meeting. Mr. Cunningham seconded the motion. The meeting adjourned at 6:42 p.m.

Respectfully submitted,

George W. Little, Chairman

Wendy B. Dodson, Assistant Secretary