

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

Sledge Boardroom
October 18, 2010

PRESENT: Trustees George W. Little, Chairman; Larry R. Caddell, Vice Chairman; Joseph A. Clendenin; James O. Cunningham; Ami Denton, Student Trustee; James H. Garner; Catherine P. Graham; Robert S. Hayter; Linda McCaskill; Mary Upchurch; Raymond G. Washington, Sr.

STAFF: Dr. John R. Dempsey; Dr. Susanne Adams; Wendy Dodson; Richard Gough; Wendy Kauffman; Karen Manning; Richard Smith; 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 7:15 p.m. He read the statute to the trustees regarding conflicts of interest. Mr. Little then read the names of the trustees that had a potential conflict of interest as indicated by the North Carolina State Ethics Board. The trustees were; Mickey Brown; Larry Caddell; Joe Clendenin; Robert Hayter; Gene Horne; George Little; Debbie Riley-Hobbs; Mary Upchurch. Mr. Hayter indicated that he would be in conflict with one of the items under the Buildings and Grounds agenda for this meeting and would be abstaining from discussion and voting on that item. Mr. Little then continued with a discussion on the meaning of conflict of interest for the Board's clarification.

Wendy Dodson, Assistant Secretary to the Board of Trustees, swore in Eugene Horne as a re-appointed trustee.

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

Mr. Hayter noted two errors in the minutes from the August meeting. Mrs. McCaskill made a motion to accept the minutes with the notation to make the correction. Mr. Cunningham seconded the motion and, with unanimous consent from the Board, the minutes from the August 9, 2010, Board of Trustee Meeting were approved.

Mrs. Ami Denton gave the **Student Government Association** report. Mrs. Denton informed the Board that the recent Club Sandwich Day event involved various clubs setting up tables with information about the individual clubs available for students to join. If a student inquired into three different clubs, they received a free club sandwich. She expressed that the SGA hoped to continue this event in the future and found it very beneficial. Mrs. Denton indicated that the SGA is looking to include SandHoke Early College and is talking to their coordinator to find an official liaison to come and represent SandHoke in the SGA. The SGA was involved with Breast Cancer Awareness week with a table selling cupcakes and bracelets. One hundred and twenty dollars were raised toward supporting the college's Relay for Life team. The SGA was also involved in pumpkin decorating at the alumni homecoming. They had a great time and were glad to be a part of the event. Upcoming events will be fall fest on October 9th. The festival will have an international theme. Student clubs will be involved and there will be fundraising contests, food sales, free meal for students and employees. There will also be a Bull riding contest. All proceeds

from the fundraising will go to supporting the Relay for Life team. She explained that each table will be decorated with an international theme. Also, there will be a presentation in the Clement Dining Room by employees recently traveled to Brazil. Mrs. Denton extended an invitation the trustees to attend fall fest. Members of the SGA will be attending the SGA conference in New Bern on November eighth. The annual Veterans Day breakfast will also be on November eighth to honor our veterans on campus. She also indicated that the SGA will be planning a canned food drive with Rotaract and the Nursing Club. The Engineering Club will build canned food structures to help market the drive.

Mr. Hayter reported for the **Buildings and Grounds Committee** for Mr. Caddell, who would be late. Mr. Hayter introduced Vice President Gough to discuss the **Blue Hall Renovation Project**. Mr. Gough explained the plan for renovations and indicated that the college is ready to move to the Construction Document Phase. Mr. Hayter made a motion from the Buildings and Grounds Committee to approve moving to the Construction Document Phase. Mr. Caddell seconded the motion and the motion passed.

Mr. Hayter introduced the **General Classroom Building**, which is also known as the **Logan Hall Project**. Mr. Gough reviewed the aspects of the project and indicated that the college was ready to move to bid on November second. Vice President Gough asked the Board for approval of Construction Documents, to proceed to the Bid Phase, and approval to increase the design fees for Wright Architecture, PA in the amount of \$5,850 using existing project funding. A motion was made from the committee to combine the two recommendations for approval. Mr. Washington seconded the motion. Mrs. McCaskill inquired about repeated increases to design fees and a discussion ensued. Dr. Dempsey and Mr. Gough explained how the process works. The motion passed.

Mr. Hayter then asked Vice President Gough to explain the **Storm Water Management Plan**. Mr. Hayter indicated that he must abstain from any involvement in discussion or vote for this project. Mr. Gough then explained the make up of the storm water plan to the Trustees. He indicated that college was approved to hire Michal Neal Associates to create the plan. Twenty five thousand was budgeted for this project. Mr. Gough asked the Board to approve funds, not to exceed thirty five thousand dollars, for the engineering. Mr. Horne made a motion to approve establishing a design services scope not to exceed \$35,000. Mrs. Upchurch seconded the motion. The motion carried with one abstention by Mr. Hayter.

Mr. Hayter then introduced President Dempsey to discuss the **Causey Hall – Foundation Area**. Dr. Dempsey explained to the Board that Sherrill Matthews, Senior Director of Foundation Operations is retiring after thirty years. The College would like to request that the conference room in the foundation office be named after her in recognition of her retirement and service to the college. Mr. Hayter made a motion from the Buildings and Grounds Committee. Mr. Washington seconded the motion and it passed.

Mr. Hayter then introduced Vice President Gough to discuss the **Telephone System Upgrade** project. Mr. Gough explained to the board that at the April 12, 2010 board meeting the college received approval to use 2007 Moore County Bond R&R Funds in the amount of \$75,278.26 to cover the estimate to upgrade the main campus telephone system. The completed upgrade exceeded the estimate by \$7,235.33 bringing the total to \$82,513.59. He asked the board to use

2007 Moore County Bond R&R Funds to cover this cost. Mr. Hayter made a motion from the Buildings and Grounds Committee to approve the request. Mr. Caddell seconded the motion and the motion passed.

Mr. Hayter then deferred to Mr. Gough to discuss the **Hoke Early College Building**. Mr. Gough explained to the board that in December 2008 it was brought to our attention that an increase in design fees for MBAJ Architecture was needed to cover the additional civil work required by NCDENR. Unfortunately, an administrative error occurred and board approval was never received to increase the design fee for MBAJ Architecture in the amount of \$3,230. Mr. Hayter made a motion from the Buildings and Grounds Committee to approve an increase in design fees for MBAJ Architecture in the amount of \$3,230 using existing project funding. Mr. Horne seconded the motion. The motion carried. Mr. Caddell expressed his wish to go on the record with his complaint about the vent design on the front of the SandHoke building. He indicated his displeasure with the architect and expressed that the vent should have been on the back of the building. He indicated that the board did not know about this design, apologized to the people of Hoke County and was disappointed that the Board did not keep an eye on it. Mr. Gough indicated that he is examining ways to hide the vent.

Mr. Hayter referred the Trustees to the **Project Updates** and asked Vice President Gough to update the board. Mr. Gough informed the Board that the Physical Plant project is will be out for bid on November 16th and the college is hoping that it comes in near budget. The Emergency Services Facility project is under construction and looking good. Steed Hall is complete with the exception of a few items left on the punch list. Mr. Gough also informed the Board that the new classroom project will be an Allied Health Annex. Finally, he indicated that the Westmoore property has been deeded to college. The property has a septic field that will come in handy further down the line. The college will be moving the outdoor rest room to the Emergency Services location. Mr. Clendenin inquired whether there has been any problem with vandalism and uninvited guests. Mr. Gough indicated that there were no problems and that the property is being maintained by the same man that maintains the colleges other property in Westmoore.

Mr. Little then asked Mr. Clendenin to report for the **Educational Programs Committee**. Mr. Clendenin indicated that the committee did not meet and there was no report.

Mr. Horne then presented for the **Finance Committee**. He then presented the request for approval of Budget Revisions for July 1 through September 30, 2010. He asked for any comments. Hearing none, Mr. Horne made a motion from the Finance Committee to approve Budget Revisions for July 1 through September 30, 2010. Mr. Cunningham seconded the motion. The motion passed.

Mr. Horne then presented the request for the approval of the **College Budget for the fiscal year 2010-2011**. Mr. Horne explained the budget process to the Trustees and then went over the total budget. Mr. Horne made a motion from the Finance Committee to approve the College Budget for the fiscal year 2010-2011 as presented. Mrs. Upchurch seconded the motion and it carried. Mr. Little then discussed the college budgets for next year.

Mr. Horne then presented the request for approval of the **Cyber-Security Liability Protection**. He indicated that Dale Sheppard from BB&T insurance services explained the policy terms to the board in the committee meeting. He explained that this item will not be considered for approval

this evening. The plan is to have the three companies re-quote this policy and then either conduct a voice poll or revisit the request for approval at the December meeting. Mr. Gough indicated that the committee felt that this is probably what the college wants, but just how much coverage and the cost of the policy needs to be determined. Mr. Gough indicated that he was uncomfortable about the college not having some coverage in this area. Further discussion about the coverage and the timing of it being in place ensued.

Mr. Horne then referred the Board to the Financial Report and the County and State Bond Funds that were enclosed in Board notebook and asked if there were any questions. Hearing none he deferred to Chairman Little.

Mrs. Upchurch reported for the **Personnel Committee** and referred the trustees to the Personnel Action Report included in the Board materials. She indicated that there were five new staff hires, but no action was necessary.

Mr. Little introduced Mr. Hayter to present for the **Planning Committee**. Mr. Hayter indicated that College Strategic Plan was included in the board packet. He complimented the professional staff for their work and introduced John Turner. Mr. Turner explained to the Trustees that the college strategic plan is the culmination of the planning process. He then detailed the process of this plan from its start at the faculty level to the administrative level. He explained that the plan is not what the college will do, but what is being planned to do based on demands, budgets and needs. The plan is the template of what the college plans to do in the next three years. Dr. Turner asked the Board for approval of the college strategic plan. Mr. Hayter made a motion for the Planning Committee to approve the College Strategic Plan. A discussion ensued about the Emergency Services facility with regard to the curriculum and continuing education programs. Mrs. Graham seconded the motion and it carried.

Dr. Adams reported for the **Student Affairs Committee**. She indicated that the committee did not meet and there was no report.

Mr. Smith then reported for the **Foundation**. Mr. Smith wanted to share a few comments about Sherrill Matthews and the work that she does with regard to the naming of the board room for her. He informed the Board that in one week the college will have the annual scholarship reception. This is philanthropy at its best working at this reception and scholarship is a big part of what Sherrill does at the college. She is a tremendous contribution to our staff. The newest addition to the department is Bryan Patterson. He is the alumni relations and grants coordinator. He had three hundred people for homecoming, currently has eighteen hundred alumni members, and is increasing financial support by this group. The grant side of the house is very exciting. Since February, he has secured \$130,000 in grants. Some of these grants are from The Meyer Foundation for cultural endeavors and the Department of Energy for LED lighting, which will reduce the cost of energy bills. He also worked on a grant to add hybrid vehicles for \$227,000. Only one other community college in North Carolina received this grant. Mr. Smith indicated that the foundation is busy and has a lot going on. Germaine Elkins will be stepping into Sherrill's position after her retirement.

President Dempsey gave the **President's Report**. President Dempsey informed the board that he, Rick Smith and Emmet Logan were at Wilson Community College this morning to discuss foundation operations. He then thanked the Board for the sabbatical opportunity, which included a trip to national parks and presidential libraries. He shared with the Board that Karen Manning and a group of her PRIMA colleges stayed at Mid Pines for state marketing conference. He indicated Wendy Kauffman was in attendance at the meeting this evening and informed the Board that the college now has 4,571 students. He wished a good trip to those going to Toronto for the ACCT conference. He reminded the Board the Robert Edsel would be speaking on election night for the Ruth Pauley Lecture Series. Mr. Edsel's, book entitled *The Monuments Men*, tells the story of a group that looked for the art that the Nazis had looted from various places at end of the second world and how they return it to its rightful owners. Mr. Edsel was recently on the television program *Sunday Morning*. President Dempsey then discussed the upcoming Christmas board meeting and holiday party. He asked the Board if the college should try something different. He encouraged the Trustees to offer any thoughts and that a decision would be made shortly.

Mr. Cunningham made a motion to adjourn the meeting and it was seconded by Mr. Horne. With no further business, Chairman Little adjourned the meeting at 8:21 p.m.

Respectfully submitted,

George W. Little, Chairman

Wendy B. Dodson, Assistant Secretary