

THE BOARD OF TRUSTEES OF SANDHILLS COMMUNITY COLLEGE
REGULAR MEETING
MINUTES
Sledge Boardroom
December 12, 2011

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

STAFF: Dr. John R. Dempsey; Lauren Beecher; Jennifer Blakely; Wendy Dodson; Germaine Elkins; Dr. Richard Gough; Karen Manning; Rick Smith; Dr. John Turner.

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 6:01 p.m.

Chairman Little called the meeting to order and read the statute to the trustees regarding conflicts of interest. Mr. Hayter indicated that his representation in the ongoing Tyler Ridge Development could be construed as a conflict of interest. As such, he asked that the agenda be modified so he might be excused from that portion of the meeting. A motion was made by Mr. Clendenin to move the Buildings and Grounds section to the last item after the presidents report to accommodate Mr. Hayter's request to be absent from those proceedings. Mr. Horne seconded the motion and the motion carried. Mr. Hayter confirmed that he would abstain and not be present with regard to all matters presented by the Buildings and Grounds Committee during this meeting.

A motion was made by Mr. Washington, seconded by Mr. Horne, to approve the agenda with the aforementioned changes. The motion passed.

Mr. Horne made a motion to approve the minutes from the October 10, 2011 Board of Trustees meeting. Mr. Cunningham 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. Hayter nominated Mr. George Little to continue his service as Chairman of the Board. Mr. Hayter then put the nomination in the form of a motion with Mr. Cunningham 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 unanimous vote.

President Dempsey then turned the meeting back over to Chairman Little. Mr. Little then opened the floor for nominations for **Vice Chairman**. Mr. Horne made a motion to nominate Mr. Robert Hayter, which was seconded by Mr. Washington. Mr. Clendenin made a motion to close nominations, and Mr. Horne seconded and the motion passed. With no other nominations

from the trustees, Mr. Hayter was re-elected as Vice Chairman of the Sandhills Community College Board of Trustees with a unanimous vote.

Chairman Little asked for nominations for **Secretary**. Mr. Horne nominated Mrs. Debbie Riley-Hobbs and it was seconded by Mr. Cunningham. With no other nominations, Mr. Clendenin made a motion to close the nominations and for Mrs. Debbie Riley-Hobbs to be elected by acclamation. 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. Cunningham 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 acclamation, Mrs. Wendy Dodson was elected as Assistant Secretary to the Board of Trustees without objection.

Chairman Little asked if there were any nominations for **legal counsel** to the Board of Trustees. Mr. Brown 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. The firm of Robbins, May and Rich were elected as legal counsel without objection.

Ms. Lauren Beecher gave the **Student Government Association** report in Ami Denton's absence. Ms. Beecher shared with the Board that the SGA Fall Festival on October 19th went well with good club participation. In addition, there was excellent club participation in the Southern Pines Christmas parade as well. The association officers are planning a retreat for the spring semester and plan on recruiting first year students during the second registration period in January. She also indicated that the SGA is planning a Martin Luther King week of service. Last year the event was a day of service, but the plan this year is to expand it to a week and include working with the Boys & Girls Club, Moore County Red Cross and Communities In Schools.

Mr. Brown reported that the **Educational Programs Committee** did not meet and, therefore, had no report.

Mr. Horne reported for the **Finance Committee**. He indicated that there were no items for approval at this time. He explained that the Financial Report through November 30, 2011 was for information only and asked if there were any questions. Hearing none, he asked Dr. Gough for any comments on the budget. Dr. Gough indicated that the state did call back a one and a half percent reversion of our budget this week. Dr. Dempsey explained the make up of the reversion to the Board. He indicated that the reversion is based on enrollment and it was not what it was expected to be. The college did not meet the target which triggered the reversion. He explained that only half will need to be sent back and that the college had it in reserve.

Mr. Clendenin then reported for the **Planning Committee**. Mr. Clendenin informed the Board that it has not met since last meeting. He introduced Dr. Turner to update the Board on the Quality Conference. Dr. Turner explained that the focus groups from the community listening forum and Quality Conference met in November. Both faculty and trustees were in attendance at both meetings. Dr. Turner then passed out summary folders of the conference. He explained that out of the topics that came up for the QEP, four were chosen for discussion. They were; soft skills, distance learning, hands on practical skills, and critical thinking. Dr. Sullivan asked that the choices be narrowed to two and that Dr. Turner then present those topics to the Board. The two topics that will be considered are critical thinking and distance learning. They will be presented to separate student and faculty groups, discussed, and final recommendations for the QEP topic will be presented to Dr. Dempsey. The focus that Ron Layne, Dr. Turner and Dr. Sullivan will pursue when they attend the SACS conference is how learning can be enhanced at Sandhills Community College. Dr. Turner detailed the content of this conference and about the preparations for accreditation. This accreditation will be used as the centerpiece of the board retreat coming up in February and to give us a grade on the progress. Mr. Clendenin asked how specific the role of the Board is in the accreditation process. Dr. Turner indicated that the trustees are informed on every process. For example, the trustees could be asked if they know what the QEP plan is and if they can describe it. Mr. Clendenin then asked if there were any questions. Hearing none, he indicated that he has not decided on date for the next meeting, but anticipates a date before the end of January for a planning committee meeting. Mrs. McCaskill indicated that the **Student Affairs Committee** did not meet and had no report at this time.

Mr. Smith then reported for the **Foundation**. He requested the Board go into a closed session, with the exception of attending staff, to ask the Board for approval of the nominations for new board members to the foundation board. Mr. Brown made a motion to enter closed session and Mr. Horne seconded the motion. The board entered closed session at 6:22 p.m.

The Board emerged from closed session at 6:27 p.m.

Germaine Elkins presented for the **Alumni Association**. She requested the Board's approval of revisions to the Alumni Association By-laws. She began with a brief history of Alumni Association and the structure of the by-laws. The association board felt that the by-laws needed some structural changes. These changes were reviewed by legal counsel for approval and are indicated in red. The blue and purple changes are those suggested by the association board. She then proceeded to outline the major changes of the by-laws. At her conclusion, she asked if there were any questions. Hearing none, Mr. Hayter made a motion to approve the revisions to the Alumni Association by-laws. Mr. Brown seconded the motion and it carried.

Dr. Dempsey then gave the **President's Report**. Dr. Dempsey shared with the trustees that Stelfanie Williams our previous Dean of Continuing Education was appointed as the new president of Vance-Granville Community College. She joins Susanne Adams, newly appointed president of Brunswick Community College and Kandi Deitemeyer, president of the College of the Albemarle, as alumni from Sandhills Community College and that the college is very proud of all of them. Stelfanie is 34 years of age and the youngest president in the system. He then informed the Trustees that the college is in the process of getting ready to sign a MOA with the China Center at North Carolina State University for students to attend O'Neal and Sandhills Community College. The Center will be the agent for this agreement. Harris Blake has been in charge of this and the program will begin shortly.

The college Christmas party will be on Thursday. At this event the employee will receive mugs with the composite graduation score goal that the college has set for next year. The college's completion goal rate for this past year was 67 and we finished at 70. This year the goal will be set at 71, a three percent increase. Dr Dempsey indicated that the goal is to not just have students simply coming to class, but to be able to walk away with a degree or certificate. Completion is everything. It was the mantra of the 2020 committee to become the best finishing school. This composition rate indicates that the college is doing a better job this year compared to last year. Dr Dempsey then informed the Trustees that he will be speaking to the Men of Pennick about the college and that he would present the twelve things you should know about the college in the same format as the twelve days Christmas and proceeded to share that list with the trustees.

Robert Hayter then removed himself from the meeting to abstain from Buildings and Grounds agenda.

Mr. Clendenin presented in Mr. Hayter's Place for the **Buildings and Grounds** committee. He asked that an addition to the agenda be made. Dr. Dempsey indicated that the college would like to add a naming for the campus service building and the Sirotek Hall addition be named for Darwin Maness. These requests will be handled later in the agenda. Dr. Dempsey wanted the Board to be aware of these items.

Mr. Clendenin presented the **General Classroom Building** project. He introduced Dr. Gough to explain the about design increase that is the result of some changes in the routing of utilities and other project work. He detailed these changes to the Trustees. A motion was made by the Buildings and Grounds committee to approve the increase to the design fee for Wright Architecture, PA in the amount of \$8,100 using project funds to cover these costs. Mr. Horne seconded the motion and the motion carried.

Mr. Clendenin then presented the **Physical Plant Facility** project. Dr. Dempsey explained that the college would like to name the facility for John McKean for his generous support of the college over the years. He indicated that this building will house the physical plant and receiving functions of the college. A motion was made by the Buildings and Grounds committee to approve naming the physical plant facility the McKean Campus Services Center. Mrs. Upchurch seconded the motion. The motion passed.

Mr. Clendenin then presented the **Tyler's Ridge Right of Way** proposal. He indicated that Mr. Hayter felt that a conflict of interest could be construed with regard to his involvement with the developer on this project, which was why Mr. Clendenin was chairing this section of the meeting instead of Mr. Hayter. Mr. Clendenin referred to an email in which Mr. Hayter asked to be removed from chairing this committee this evening. He also wanted the record to reflect that he and Mr. Hayter had no conversation and that Mr. Hayter had attempted no influence on the Tyler's Ridge project.

Dr. Gough reviewed the plans for the project and the easement request. Dr. Dempsey referred to page five of the document and explained to the Board that is detailed exactly what the college was prepared to do. Mr. Clendenin continued to review the plans for the trustees. The request was to provide a temporary constructions easement of approximately 4,000 square feet and deed 400 square feet to the Department of Transportation to allow for a turn lane. Dr. Gough explained to the trustees that this was the best course for the college and that it was essentially a sliver of property to be deeded in order to facilitate the road.

Mr. Brown questioned why the college shouldn't receive enumeration for the property instead of deeding it to the Department of Transportation. A discussion ensued. Dr. Gough felt that the college would be given some consideration for this in the future. He indicated that this project will be beneficial for the college and while there would not be any enumeration, there would also not be any expense. The developer will assume all expenses for this transaction.

Mr. Clendenin indicated that it was less complicated to deed the small amount of property as opposed to the DOT purchasing it. The transaction gets more complicated and cumbersome if a sale is involved. A further explanation and discussion ensued. Mr. Horne explained that John May, the college attorney, would prepare all documents and will hold funds from the developer on deposit in escrow and that the attorney fees would be paid for by the developer.

A motion was made by the Buildings and Grounds committee to approve the transfer of a 400 square foot parcel to the Department of Transportation, to approve the temporary easement and to have John May, of Robbins, May and Rich, prepare the documents and hold the easement funds in escrow pending the approval of all legal authorities associated with this project. The motion was seconded by Mr. Horne.

A discussion continued about the details of the project. Mr. Brown asked about the reinstatement of the area of the temporary easement once the project was complete. Mr. Clendenin indicated that John May will prepare the legal documents. He also indicated that

before the money is released back to the developer, the college will have a written release from all legal authorities to hold the college harmless from any future claims from this project. Mr. Cunningham inquired as to whether this property will interfere with the college operations. A further discussion ensued.

Mr. Brown inquired about the enumeration of college. Dr. Dempsey believed that \$5,000 for the escrow amount was on the high side. Mrs. Graham felt that the amount should be higher. Further discussion ensued.

After a vote by the Board of Trustees, the motion carried by a vote 12 for and one against, with Mr. Brown opposed.

Mr. Clendenin then presented the **Traffic Rules and Regulations** proposal. He made a motion from the Buildings and Grounds Committee to approve the rules and regulations. Mrs. Upchurch seconded the motion. Dr. Gough indicated the need to formalize the college's traffic rules and regulations. This is needed in order to handle vehicular issues such as abandoned vehicles. He explained that the proposal was drafted by David Reece, Director of Campus Police and Safety and does conflict with any state rules. He has benchmarked the proposal with other schools and compared it to what they have done. Mr. Clendenin indicated that he felt this policy is coming forth on short notice and that he had some questions on items such as charges for parking stickers and other parking fees. A discussion ensued about the items covered in these rules and regulations. He felt that the proposal needed to be reviewed by the college's attorney and that this will need to be added to the policy manual, but will need to be reviewed prior to doing so. Mr. Little suggested approving the proposal and amending the motion to include the provision that the student affairs committee should come back and review the various charges in the proposal. Mr. Clendenin amended the motion to include that a joint meeting between the Buildings and Grounds and Student Affairs committee should be convened to review the proposal prior to it being added to the policy manual. Mr. Horne seconded the motion and it passed.

Mr. Clendenin then presented the request to name the new auto body bay in Sirotek Hall in memory of Darwin Maness. Dr. Dempsey indicated that Darwin Maness, a long time instructor and department chair of the transportation services department passed away in October. Mr. Clendenin made a motion from the Buildings and Grounds Committee to approve naming the new auto body bay in Siroteck Hall in memory of Darwin Maness. Mr. Cunningham seconded the motion and it carried.

A discussion ensued about the construction accident on the campus. Dr. Gough updated the board on the investigation by OSHA and explained that the worker was an employee of a subcontractor. He indicated that the college is protected from any liability.

Mr. Horne made a motion to adjourn the meeting. Mr. Cunningham seconded the motion. The meeting adjourned at 7:14 p.m.

Respectfully Submitted,

George W. Little, Chairman

Wendy B. Dodson, Assistant Secretary